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Personnel

**OFFICER PROMOTIONS AND SELECTIVE
CONTINUATION**

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The instruction establishes the objectives and procedures for promoting active duty commissioned officers from second lieutenant to colonel (**PART 1**); outlines how to continue active duty officers twice non-selected for promotion (**PART 2**); and promoting officers to the grade of brigadier and major general (**PART 3**). Portions of Section C are marked when they apply to USAFR and ANGUS. The instruction implements Title 10, United States Code (U.S.C.), chapters 36, 38 and 77; Executive Order 12396; current DoD Directives 1320.4, 1320.7, 1320.8, 1320.11, 1320.12, 1320.13, 1334.2, and 1400.33; and cjsi 1330.02. This instruction carries out Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, afpd 36-24, *Military Force Management*, and AFPD 36-25, *Military Promotion and Demotion*.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the data prescribed in this instruction are 10 U.S.C. 8013 and 8032 and Executive Order 9397. System of records notice F035 AF MP M, *Officer Promotion and Appointment*, and F030 AF MP A, *Personnel Data System*, applies. Refer to **Attachment 1** for a glossary. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly AFR 5-8).

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1 which implements a change to the promotion policy to delete the requirement to formally remove from a promotion list any officers who decline promotion (**3.17.2.**); revises paragraph **3.17.2.2.**; adds paragraph **3.17.2.3**. See the last attachment of the publication, IC 98-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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PART 1**PROMOTION OF ACTIVE DUTY LIST OFFICERS TO COLONEL AND BELOW****Chapter 1****PRE-BOARD ORGANIZATIONAL INSTRUCTIONS****1.1. What the Secretary of the Air Force (SAF) Does:**

1.1.1. Administers the promotion program through the Chief of Staff, USAF, and the Deputy Chief of Staff for Personnel (DCS/P); issues written instructions to selection boards; establishes competitive categories, promotion zones, eligibility and selection criteria, promotion opportunity and selection rates; and appoints and convenes selection boards under 10 U.S.C. 611 and 628. The SAF guarantees the independence and integrity of selection boards by prohibiting unauthorized communications to boards and ensures compliance with DoD Directive 1320.12 and applicable laws.

1.1.1.1. Conducts each year, on a random basis, interviews of board presidents, members, recorders, or the administrative staff assigned to support board deliberations. Conducts these interviews ensuring boards convened under 10 U.S.C. 611(a) follow applicable laws, instructions, and administrative directives. Conducts interviews for promotion boards to major through colonel. Delegates this function only to subordinate civilian officials appointed by the President, by and with the advice and consent of the Senate.

1.1.1.2. Reviews annually the content of administrative briefings to the selection boards and ensures they are consistent with and do not alter Secretarial guidance.

1.1.1.3. Appoints qualified personnel (President of the Board, Board Members, Recorders, and Administrative Staff) who can perform their duties without prejudice or partiality and will not appoint individual board members for the purpose of affecting the selection of any individual by the board.

1.1.1.4. Approves release from duty as board members.

1.1.1.5. Oversees the preparation of the Defense Officer Promotion Report.

1.1.1.6. Develops an annual promotion plan outlined in DoD Directive 1320.12, paragraph E.2.c.

1.1.1.7. Establishes competitive categories to manage the career development and promotion of certain groups of officers whose specialized education, training, or experiences require separate consideration.

1.1.1.8. Ensures the use of written standard operating procedures to govern the administrative support for selection boards.

1.2. HQ USAF/DPXOP:

1.2.1. Prepares an annual promotion plan recommendation for the SAF as specified in DoD Directive 1320.12, enclosure 2, and 10 U.S.C. 622 and 623.

1.3. Air Force Personnel Center (HQ AFPC) . Implements the promotion program approved by the SAF through a fair and equitable process to ensure the officer corps has confidence in the integrity of the selection process.

1.3.1. Officer Promotions (HQ AFPC/DPPPOO). Determines when officers are eligible for promotion as outlined in attachment 2, conducts pre-board support for officer promotions, and:

1.3.1.1. Announces the board convening date to major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and Military Personnel Flights (MPF) approximately 150 calendar days before a board convenes. The announcement will provide the eligibility criteria and the name and date of rank of the most junior and most senior officer eligible in-the-promotion zone (IPZ) as of the date of the announcement.

1.3.1.2. Flows Officer Preselection Briefs (OPB) for eligible officers to the MPFs approximately 90 days before the board convenes.

1.3.2. Selection Board Secretariat (HQ AFPC/DPPB) conducts the officer promotion boards. They will:

1.3.2.1. Schedule the boards.

1.3.2.2. Obtain the board members.

1.3.2.3. Notify the board president, members, recorders, and administrative support staff when nominated for board duties. In the notification, give them a copy of DoD Directive 1320.12 and applicable chapters of this instruction. The board members will acknowledge receipt of these materials.

1.3.2.4. Brief board members on board operations.

1.3.2.5. Administer the oath in attachment 3 to board members before scoring records.

1.3.2.6. Process the board report.

1.4. MPF Promotion Unit:

1.4.1. Issues written notice to each eligible officer and to the local base media of the eligibility criteria, to include the board convening date, and the names and dates of rank of the most junior officer and most senior officer eligible in-the-promotion zone (IPZ).

1.4.2. Identifies all assigned eligible officers and verifies eligibility status.

1.4.3. Sends the OPB to the officer and requests any missing OPBs as outlined in AFMAN 36-2622, Volume 1, *Base Level Military Personnel Systems User's Manual* (formerly AFM 30-130). If an officer believes the data is not correct, the MPF notifies HQ AFPC/DPPPOO, by message (MINIMIZE included), with an information copy to MAJCOM, FOA, or DRU. The message must include the name, grade, Social Security Number (SSN), and a brief description of the problem.

1.4.4. Makes the validated changes in-system and via message according to AFMAN 36-2622 (formerly AFM 30-130), for incorrect OPB data.

1.5. Commanders. Notify officers of selection or nonselection for promotion and ensure selectees remain qualified until the promotion effective date. Generates Not Qualified for Promotion (NQP), removal, and or delay actions as appropriate.

1.6. Senior Rater. Provides the ratee a copy of his or her AF Form 709, **Promotion Recommendation**, approximately 30 days before a central selection board.

1.7. Eligible Officer:

- 1.7.1. Determines eligibility timing for various promotion zone considerations (below-the-promotion zone [BPZ], in-the-promotion zone [IPZ], and above-the-promotion zone [APZ]).
- 1.7.2. Reviews OPB for accuracy of personnel data.
- 1.7.3. Receives promotion recommendation from senior rater approximately 30 days prior to the board.
- 1.7.4. Reviews PRF and OPRs for accuracy and discusses any concerns with rating officials.
- 1.7.5. Considers submitting a letter to the board (paragraph **2.10.**).
- 1.7.6. Reports any errors to MPF Promotions.

Chapter 2

CONDUCTING THE BOARD

2.1. Program Objectives. A promotion is not a reward for past service, it is an advancement to a higher grade based on past performance and future potential. The fundamental purposes of the officer promotion program are to select officers through fair and competitive selection process that advances the best qualified officers to positions of increased responsibility and authority and provide the necessary career incentive to attract and maintain a quality officer force. Specific objectives are to:

- Promote officers of the desired quality and quantity through a fair and equitable competitive selection system that advances those individuals considered by boards to be best qualified.
- Provide opportunity for accelerated promotion from BPZ for officers possessing exceptional potential.
- Promote officers in sufficient numbers of each grade, as vacancies occur, to maintain the strength in each grade for each competitive category.
- Provide reasonably stable, consistent, and visible career opportunities for each competitive category.

2.2. Rules Governing All Boards. When the board is in session, it works directly for the SAF under the supervision of the board president. No person may:

- 2.2.1. Direct a particular individual be selected or not selected by the board.
- 2.2.2. Censure, reprimand, or admonish the board or any member of the board for recommendations or for exercising any function within the discretion of the board.
- 2.2.3. Attempt to coerce or influence, by any unauthorized means, any action of a board or any member of a board in formulating the board's recommendations.

2.3. Who Are Selection Board Members. SAF ensures that board membership consists of at least five or more officers on the ADL who are senior in grade to the eligible officers, except that no member of a board may be serving in a grade below major. Rotate board duty between the maximum number of eligible officers over time.

- 2.3.1. At least one Reserve officer who meets all statutory criteria for board membership must serve if the board is considering Reserve officers.
- 2.3.2. If there are no officers of the competitive category on the ADL serving in a grade higher than the officers being considered, it is permissible to appoint retired officers, Reserve officers on active duty but not on the ADL, or members of the Ready Reserve.
- 2.3.3. There will be an officer currently serving in a joint duty assignment, designated by the Chairman of the Joint Chiefs of Staff (CJCS), when considering officers serving in, or having served in, joint duty assignments.
- 2.3.4. An officer cannot serve as a member of two successive boards considering officers of the same competitive category and grade (except for SSBs when the second board is not considering the same officer or officers).

2.3.5. Central selection board membership will reflect the eligible population in terms of minority and women officers, MAJCOM of assignment, and component when practical. Large MAJCOMs will not dominate the board membership; ensure reasonable representation of smaller commands over time.

2.3.5.1. Structure board membership to reflect career area and aeronautical rating for the line competitive category.

2.3.5.2. Structure board membership for the judge advocate, chaplain, and health professions competitive categories to ensure no more than two voting members (or not a majority or more for a larger board) are from the same competitive category under consideration. The remaining voting members will be line officers, except for boards considering health professions competitive categories where the other voting members will be officers from a health professions competitive category not under promotion consideration on that board, if such officers are available. This does not preclude Line officers substituting for these other voting members when it is deemed impractical for other health professions categories to be present. For boards considering competitive categories other than Line, the competitive category under consideration will under no conditions form the majority of the board.

2.3.5.3. Board president and panel chairpersons will be line officers to meet board composition requirements of 10 U.S.C. 612 and Air Force policy.

2.4. Organizing Boards. SAF ensures, through the board recorder, that boards:

2.4.1. Consist of a president, panel chairpersons, panel members, recorders, and administrative support staff.

2.4.2. Distribute records to panels by competitive category to ensure a random distribution of quality (for example, sorting by reverse SSN).

2.4.3. Are organized into enough panels to allow the board reasonable time to complete its work. Panels are subdivisions of the board and have as broad a representation of MAJCOMs, career areas, and aeronautical ratings as possible.

2.5. Board President. A nonvoting, nonscoring member of the board. He or she must be a major general for colonel and lieutenant colonel boards and brigadier general for major and captain boards. The board president will:

2.5.1. Perform administrative duties in connection with the board proceedings.

2.5.2. Administer the oath in attachment 3 to board recorders and administrative staff before scoring records.

2.5.3. Not determine any matter that would constrain the board from recommending for promotion those officers best qualified to meet the prescribed needs of the Air Force established by the SAF.

2.5.4. Oversees the conduct of the board, including approving "rescores," monitoring discussions, and resolving the "gray" records.

2.5.5. Ensure the quality of records among panels at the "cut line" is the same if more than one panel is scoring a given competitive category.

2.5.6. Monitor the quality of records in the "gray" plus records below and above the "gray." If the scoring standards of these records are not consistent, the president of the board will take action to resolve inconsistencies (i.e., rescoring by a different panel, etc.).

2.6. Board Members:

2.6.1. Perform their duties based on the best interests of the Air Force.

2.6.2. Will not represent or sponsor any particular career field, command, or any other category of officers.

2.6.3. Will not serve on promotion boards if they have primary responsibilities involving the career management of the officers eligible for consideration by a board or would be responsible for the career management of the officers if selected.

2.6.4. Will request relief from SAF if they cannot, in good conscience, perform the duties without prejudice or partiality.

2.6.5. Will request relief from the SAF or the Secretary of Defense (SECDEF) of their obligation not to disclose board proceedings if they believe the integrity of the board's proceedings has been affected by improper influence of senior military or civilian authority, misconduct by the board president or a member, or any other reason.

2.6.6. Will report the basis for their belief to the SAF or the SECDEF after release from board duties.

2.7. Board Recorders. Manage the flow of records to the board members, answer administrative questions, screen information for presentation to the board, and advise the board president and members on board processes and other administrative matters. Primarily, they ensure procedures outlined in this instruction and board proceedings meet all requirements of law and DoD directives. The board recorder will:

2.7.1. Complete a course of instruction during the previous 12 months, approved by the SAF, on their duties and responsibilities to ensure compliance with law and DoD policy.

2.7.2. Ensure at least one board recorder is present during all board deliberations.

2.7.3. Not serve as a recorder on boards for which they are being considered.

2.7.4. Not serve as a board member and a recorder for the same board.

2.7.5. Request relief from the SAF or the SECDEF as outlined in paragraph 2.6.5.

2.8. Administrative Support Staff. Organizes records for presentation to the board, screens information for presentation to the board, transcribes scores into a data base and verifies their accuracy, accounts for records that have been rescored, answers administrative questions, maintains the order of merit established by the board members' scores, and follows standard written procedures governing the administrative support for boards.

2.9. Rules Governing Communications With Boards. The board recorder ensures all communication with the board is in writing, to include guidance from the SAF (for letters from eligible officers, see paragraph 2.10.). Furnish all written communications to all board members and record it as part of the board's

record. An audio or video recording is acceptable means for providing guidance to the board, so long as a written transcript is a part of the board record.

2.9.1. No one other than the SAF may appear in person to address a selection board on any matter. Should the SAF address a board in person, HQ AFPC/DPPB provides a verbatim transcript of his or her remarks to every board member and includes it in the record of the board. This does not restrict the staff from furnishing administrative information to the board. Board members, recorders, and administrative staff may orally communicate routine administrative information to the extent necessary to facilitate the board's work.

2.10. Writing Letters to a Board:

2.10.1. Officers eligible for promotion may write a letter to the board. Ensure you:

2.10.1.1. Submit the letter in good faith, and ensure it contains accurate information to the best of your knowledge.

2.10.1.2. Sign and date the letter.

2.10.1.3. Send the letter to HQ AFPC/DPPPOO so it arrives no later than the board convening date. The board will not consider letters that arrive after the convening date. Address letters to: CY (insert the appropriate year and grade) Selection Board, HQ AFPC/DPPPOO, 550 C Street West, Ste 8, Randolph AFB TX 78150-4710.

2.10.1.4. If requesting return of the letter, provide a stamped, self-addressed envelope.

2.10.2. HQ AFPC/DPPPOO advises officers when letters do not meet the above requirements and either returns or destroys the letter.

2.10.2.1. Letters on behalf of other officers are not permitted.

2.10.2.2. Attachments that can become a permanent part of the officer's record; i.e., Promotion Recommendation Forms (PRF) considered by previous selection boards, unsigned Officer Performance Reports (OPR) or decoration narratives are not permitted.

2.11. What Information Meets the Board:

2.11.1. The name and official record, outlined in AFI 36-2608, *Military Personnel Records System* (formerly AFR 35-44), of each eligible officer, including any communication received from the eligible officer, and the Officer Selection Brief. Mandatory items on the Selection Brief include race, gender, and ethnic codes.

2.11.2. Letters submitted to selection boards by eligible officer (these may contain opinions of third parties).

2.11.3. Information not part of the official military personnel record of an officer, but the SAF or a civilian official, appointed by the President by and with the advice and consent of the Senate and designated by the SAF, determines as substantiated and relevant to reasonably and materially affect board deliberations. The SAF, or designee, must ensure the procedures for identifying and proposing such information for consideration applies to all eligible officers in, above, or below-the-promotion zone for the board concerned. In these cases, the SAF ensures the officer:

2.11.3.1. Is notified and provided a copy of the information.

2.11.3.2. Is allowed a reasonable opportunity to submit written comments.

2.11.3.3. Is provided a factual summary of the information, if it is not totally available for reasons of national security.

2.11.4. Administrative information to amplify or clarify the official military records, instructions, and information provided to the board. The recorders and administrative staff may provide only information outlined in AFI 36-2608.

2.11.5. Information described in paragraph **2.11.3.** will not meet a subsequent board unless the information is in the official military personnel record of the officer, or the SAF or designee, makes a new determination. When rendering a new determination, the officer will have the opportunity to comment upon notification.

2.12. Instructing Boards. The board president will read the SAF instructions verbatim to the board on the convening date and provide a written copy to each board member. These instructions will not contain information on particular officers. Do not modify, withdraw or supplement the instructions after the board submits its report to the SAF. The instructions must contain the following information:

2.12.1. The text of DoD Directive 1320.12, enclosure 3.

2.12.2. Guidelines to ensure the board considers all eligible officers without prejudice or partiality.

2.12.3. Information or guidelines on the needs of the Air Force for officers with particular skills (if necessary), including the need for a minimum or maximum number of officers with particular skills in a competitive category. Information or guidelines on officers with particular skills must be furnished to the board as part of the written instructions provided to the board at the time the board is convened.

2.12.4. Guidelines to ensure the marital status of an officer or the decision by a spouse concerning employment, education, or volunteer service will have no effect on his or her promotion opportunity.

2.12.5. Guidelines to ensure the board appropriately considers the performance of officers who are serving, or who have served, in joint duty assignments. The pertinent records of those officers who should receive appropriate consideration for performance in joint duty assignments shall be precisely identified to the members of the selection board.

2.12.6. Guidelines to ensure the board appropriately considers the performance of officers who are members of the acquisition corps.

2.12.7. Directions for boards convened to consider officers for promotion to a grade below colonel in the Nurse Corps (NC), Biomedical Sciences Corps (BSC), Medical Corps (MC), and Dental Corps (DC) competitive categories to give consideration to an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board gives to that officer's administrative and management skills.

2.12.8. Guidelines to prohibit board members, recorders, and administrative staff or people acting on their behalf from receiving, starting, or participating in communications or discussions involving information that DoD Directive 1320.12 or this instruction does not allow.

2.12.9. Guidelines on actions if a board member or recorder believes someone is exerting, or attempting to exert, inappropriate influence over the board or its proceedings.

2.12.10. The maximum number of officers the board can recommend IPZ or APZ and BPZ in each competitive category. Determine this number by using the guidelines in DoD Directive 1320.12, enclosure 2. No increase in the number may be made after the selection board convenes without the written approval of the SECDEF.

2.13. Reviewing Records:

2.13.1. Panels consider records in the same competitive category.

2.13.2. Panels receive a pro rata portion of the total board quota that corresponds to the total number of records reviewed by the panel.

2.14. Scoring Records:

2.14.1. Score records on a best-qualified basis unless otherwise directed by SAF.

2.14.2. Score BPZ records separately from IPZ and APZ records.

2.14.3. Base selection for promotion on the whole person concept, using evidence of potential to serve in a higher grade.

2.14.4. Base all scores on the following:

2.14.4.1. The material in each officer's official military record.

2.14.4.2. Any information the SAF may provide to that board according to DoD Directive 1320.12.

2.14.4.3. Any information communicated by letter from the officer concerning his or her own record (including the opinion of third parties).

2.14.5. Score records by secret ballot, that is, without benefit of discussion, unless a significant disagreement (a "split," see paragraph 2.17. for definition) occurs in the scores on a particular record. The board president approves requests to discuss records that are not "splits." Board members may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers as long as they discuss only matters permitted by law, DoD Directive 1320.12, this instruction, or Secretarial guidance and instructions. Board members may not discuss or disclose the opinion of any person not a member of the board concerning the officer unless that opinion is in the material for the board under DoD Directive 1320.12.

2.14.6. Board members from competitive categories other than the line will not score the records of officers of the line competitive category.

2.15. Using the Scoring Scale.

2.15.1. Boards will use this scoring scale:

10.0	Absolutely superior
9.5	Outstanding record
9.0	Few could be better
8.5	Strong record
8.0	Slightly above average

7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest in potential

2.15.2. Boards or competitive categories with 100 percent selection quotas may use a "yes" or "no" scoring system. A "yes" vote indicates the panel member believes the officer is both fully and best qualified for promotion; a "no" vote indicates the officer is not fully qualified.

2.15.2.1. The "yes" or "no" scoring system may also be used during the initial review of BPZ records. In this case, a "yes" vote indicates the officer is exceptionally well qualified for BPZ promotion, and a "no" vote indicates the officer is not exceptionally well qualified.

2.15.2.2. When scoring BPZ records, board members conduct an initial review to identify those who are exceptionally well qualified for BPZ promotion. Consider officers exceptionally well qualified if they receive at least a majority "yes" vote.

2.15.2.3. Score records of the officers identified as exceptionally well qualified using the numerical scoring scale to finalize the BPZ order of merit.

2.15.3. Score records separately by competitive category; officers within the same competitive category compete only among themselves for promotion.

2.16. Conducting Trial Runs. The board recorder provides board members pre-identified records to practice scoring and to illustrate some situations the board may encounter during the actual scoring for the record. The trial run records will not be actual records of officers being considered by the board.

2.16.1. In the trial run board members will score records of the competitive category they will score throughout the board.

2.16.2. The board president makes the determination if a second trial run is needed.

2.16.3. After each trial run, the board discusses scoring to ensure all members have a similar scoring baseline. There is no requirement for absolute uniformity of scores; the trial runs and discussions are valuable tools to help resolve differences.

2.17. Defining Scoring "Splits." A scoring "split" is a significant disagreement between board members about the score of a record. Consider a difference in a score of more than one and a half points between any two panel members a "split;" i.e., 6 and 8, or 8 and 10. When using a "yes" or "no" scoring system for promotion decision (paragraph 2.15.2., a "split" occurs when the vote is not unanimous. When conducting the initial review of BPZ records (paragraph 2.15.2.2.), a majority "yes" vote is required.

2.18. Resolving "Splits." Board members discuss the record involved in the "split" and may change scores to resolve the "split" or rescore the record. Only board members with split scores may change their scores in the process of resolving a split. If the split is not resolved, the record is rescored by the board. Limit discussion as explained in paragraph 2.14.5.

2.19. Establishing the "Cut Line." The board recorder or administrative support staff totals the scores from each panel member for each record. List these scores in an order of merit. The panel applies the quota and ensures the SAF's guidance concerning skill requirements and the consideration of special cat-

egories of officers is consistent; i.e., minority officers, female officers, joint duty and acquisition officers. The board may discuss and rescore the record of any officer it determines necessary to give full consideration to the SAF's guidance. Establish a preliminary "cut line" after initial scoring.

2.20. Identifying the "Gray." "Gray" occurs when the preliminary "cut line" falls between officers who have the same score.

2.21. Resolving the "Gray." Board members rescore the records of all officers in the "gray" until a preliminary "cut line" falls between officers having different scores.

2.22. Establishing a Recommended List:

2.22.1. I/APZ officers above the preliminary "cut line" will comprise a tentative recommended list.

2.22.2. On the basis of the quality of the records, each panel decides if they will use any portion of the BPZ quota. BPZ records may displace I/APZ records when found to be of higher quality.

2.22.3. All board members for each competitive category review the records at the final "cut line" to certify the officers are best qualified for promotion.

2.22.4. Board members will remove from the tentative recommended list any officer the board determines is not fully qualified for promotion. The board recommends the remaining officers to the SAF for promotion.

2.23. Identifying "Show Cause" Records. Board members identify officers considered by the board whose record, in the opinion of a majority of the voting members, indicates the officer must "show cause" for his or her retention on active duty.

2.24. Disclosing Board Recommendations:

2.24.1. Prior to signing of the board report, board participants may only disclose board recommendations or proceedings to board participants designated in writing by SAF except as authorized in paragraphs 2.24.3.

2.24.2. After the board report is signed, only the recommendations of the board may be disclosed except where board proceedings are authorized for release under paragraphs 2.24.3.

2.24.3. The SAF or Secretary of Defense authorizes release of board proceedings to persons not a board participant as provided in paragraphs 2.6.5. and 2.7.5.

2.24.4. Public release of results will be determined by AFPC and will be after approval of the board report by the Assistant Secretary of Defense (Force Management Policy) (ASD (FMP)) for promotion to colonel and below and Deputy Secretary of Defense for promotion to general officer.

2.25. Preparing Board Reports. The board, with the recorders' assistance, prepares a written report to the SAF on its proceedings according to DoD Directive 1320.12, enclosure 4. The report will include the following:

2.25.1. The name of any officer the board determines must "show cause" for retention on active duty.

2.25.2. The AF memorandum forwarding board results to the SECDEF (through the Joint Chiefs of Staff when the board considered joint duty officers) will include a certification that the board report

was reviewed and is in compliance with law and with the instructions, information, and guidelines furnished to the selection board. The certification must also specifically state the conduct of the board was in accordance with DoD Directive 1320.12. The board president, board members, recorders, and administrative staff will, as a minimum, certify that:

2.25.3. To the best of their knowledge, the board complied with DoD Directive 1320.12.

2.25.3.1. They were not subject to, or aware of, any censure, reprimand, or admonishment about the recommendations of the board, or the exercise of any lawful function within the authorized discretion of the board.

2.25.3.2. They were not subject to, or aware of, any attempt to coerce or influence improperly any action in the formulation of the board's recommendations.

2.25.3.3. They were not a party to, or aware of, any attempt at unauthorized communications.

2.25.3.4. To the best of their knowledge, the board carefully considered the records of each officer whose name went before the board.

2.25.3.5. The officers recommended for promotion are, in the opinion of the majority of the voting members of the board, fully qualified and best qualified for promotion to meet the needs of the Air Force among those officers whose names were furnished to the board.

2.26. Approving Board Reports. The SAF reviews the report and ensures the board acted within the law, applicable directives, and Secretarial guidelines, and processes the report according to 10 U.S.C. 618. If the SAF determines the board acted contrary to law, instruction, DoD Directives, or guidelines, he or she returns the board report for further proceedings with a written explanation for returning it, as authorized by 10 U.S.C. 618, DoD Directive 1320.12, or this instruction. The SAF may then modify, withdraw, or supplement the initial instructions as a part of that written explanation. The board will conduct proceedings necessary to revise the report to correct deficiencies and will resubmit the report to the SAF. The SAF forwards board results to the SECDEF (through the Joint Chiefs of Staff when the board considered joint duty officers) for approval.

2.27. Removing an Officer From a Board Report. If the SAF or the SECDEF recommends removing an officer from a board report, under 10 U.S.C. 618, and the recommendation includes information not presented to the board, make the information available to the officer. The authority to remove an officer from a board report rests with the President. The officer will have a reasonable opportunity to submit comments on that information to the officials making and reviewing the recommendation. If the officer cannot have access to the information for reasons of national security, the officer will, to the maximum extent practicable, be provided with an appropriate summary of the information.

2.28. Releasing Board Information. HQ AFPC/DPPB and DPPPO release only the recommendations of the board. Do not disclose board proceedings, including specific information on how the board scored each record, to any individual not a member of the board, except as required for the official processing of board results. Release information on the number of officers considered and selected, board organization, the general procedures followed by the board, the number of board members and their names, grades, and service components.

Chapter 3

POST-BOARD INSTRUCTIONS

3.1. ASD (FMP) Responsibilities:

- 3.1.1. Approves board reports for promotion to captain through colonel.
- 3.1.2. Reviews Department of Defense Officer Promotion Report, RCS: DD-FM&P(A)1621.

3.2. HQ USAF/DPXOP:

- 3.2.1. Prepares the Department of Defense Officer Promotion Report, RCS: DD-FM&P(A)1621. Prepares this report according to DoD Directives 1320.12, 1320.13 and applicable DoD instructions. The report will contain a narrative and statistical summary of promotion opportunity and timing compared to the Defense Officer Personnel Management Act objectives and DoD guidelines. Submit reports (through channels) to the ASD (FMP) by 15 January of each year.

3.3. Board Recorders:

- 3.3.1. Collect all score rosters, internal working papers, etc., and ensure board members do not retain any board documents.
- 3.3.2. Destroy all score rosters and internal working papers associated with the board not part of the board report. Do not do this until ASD (FMP) approves the board results and the requirements contained in paragraph 3.3.3. are met.
- 3.3.3. Identify five benchmark records (provided there is sufficient quota) from among the lowest scoring selects and five benchmark records from among the highest scoring nonselects (I/APZ and BPZ).

3.4. Board President. Provides feedback to the SAF on how well the board complied with the Secretarial instructions to the board (for example, joint experience, acquisition experience, and evaluating minority and female officers).

3.5. HQ AFPC:

3.5.1. HQ AFPC/DPPB:

- 3.5.1.1. Prepares board reports as specified in DoD Directive 1320.12, enclosure 4, and 10 U.S.C. 617.
- 3.5.1.2. Includes in the board report for ASD (FMP) review, the race/ethnic profile data of the population considered by selection boards for promotion to major, lieutenant colonel and colonel (all competitive categories).

3.5.2. HQ AFPC/DPPPO:

- 3.5.2.1. Prepares Title IV--Joint Officer Personnel Policy Promotion Report that shows promotion comparisons as a measure of the quality of officers assigned to joint duty required by 10 U.S.C. 662.

3.5.2.2. Establishes the public release date for the promotion list after the ASD (FMP) approves the board report.

3.5.2.3. Provides instruction to MPF Promotions, requiring written notification for changes in continuation, separation, or retirement status.

3.5.2.4. Publishes orders upon verification the officer has required retainability for promotion.

3.5.2.5. Sends a message (MINIMIZE included) to MPF Promotions listing the promotion sequence numbers, by competitive category, projected for promotion each month for major through colonel.

3.6. MPF Promotions Unit:

3.6.1. Prepares the required nonselection letters and sends signed letters of acknowledgment to MPF Records for file in the Unit Personnel Record Group.

3.6.2. Ensures MPF Special Actions receives a copy of the notification letter acknowledged by the officer.

3.7. Determining Promotion Sequence:

3.7.1. Position officers with the same date of rank in order of seniority based on the following criteria (applied in the order listed). **NOTE:** Place graduates of Service academies, appointed as Regular officers and assigned the same date of rank, on the ADL in the order of their graduation class standing:

3.7.1.1. Previous grade date of rank (if applicable).

3.7.1.2. Total Active Federal Commissioned Service.

3.7.1.3. Total Federal Commissioned Service.

3.7.1.4. Regular officers will precede Reserve officers.

3.7.1.5. Regular officers will rank among themselves based on date of Presidential nomination for appointment as a Regular officer.

3.7.1.6. Regular Air Force acceptance date (AF Form 133, **Oath of Office**).

3.7.1.7. Date of birth, with the earliest date taking precedence.

3.7.1.8. Reverse SSN, with the lowest number taking precedence.

3.7.2. Determine precedence among Army, Air Force, and Marine Corps officers below general officer grades and Navy officers below flag grade by current grade date of rank (CGDOR); when CGDOR is the same, use the length of active Federal commissioned service.

3.8. Notifying Officers Selected for Promotion:

3.8.1. First Lieutenant . The commander notifies the officer of the projected promotion effective date at least 30 days in advance and advises him or her to assume the grade on the effective date, unless otherwise directed.

3.8.2. Captain . The commander advises the officer at least 30 days in advance of the date he or she can assume the higher grade.

3.8.3. Major and Above . The commander advises the officer of the promotion on the announcement of his or her sequence number or on the promotion anniversary for MC and DC officers.

3.9. Notifying Officers Not Selected for Promotion. The commander notifies the officer of promotion nonselection on the public release date, or as soon afterward as possible. Notify officers not selected for promotion to captain, major, or lieutenant colonel in writing and have them acknowledge receipt within 5 workdays. Commanders will ensure they:

3.9.1. Notify officers verbally not selected three or more times for promotion to major or lieutenant colonel, unless HQ AFPC/DPPPOO provides other instructions.

3.9.2. Notify officers verbally not selected for promotion to colonel.

3.9.3. Do not notify officers when not selected for promotion BPZ.

3.10. Effects of Nonselection for Promotion. Generally, officers not selected for promotion to captain through lieutenant colonel for the second time are separated in accordance with AFI 36-3207 (e.g., one time IPZ and one time APZ) unless they:

3.10.1. Are retirement eligible or within 2 years of qualifying for retirement (i.e., in the sanctuary) as of the mandatory date of separation established for officers twice nonselected for promotion by that board.

3.10.2. Are selected for continuation.

3.10.3. Have an earlier established date of separation.

3.11. Incurring a Commitment for Promotion. Each officer promoted to captain after 1 January 1990 incurs a 1-year active duty service commitment (ADSC) from date of rank. Officers promoted to major or above (except MC and DC officers) incur a 2-year ADSC beginning from date of rank. **NOTE:** MC and DC officers do not incur an ADSC for promotion.

3.12. Advising Officers of the ADSC. MPF provides officers selected for promotion to captain and above a Statement of Understanding notice within 15 workdays after public release of the list. The statement advises the officer of the resulting ADSC unless he or she declines the promotion.

3.13. Publishing Promotion Orders. HQ AFPC/ DPPPOO publishes orders to announce the effective date of promotions only after officers have the service retainability.

3.14. Retirement Restrictions for Promotion. Officers promoted to the grade of lieutenant colonel or colonel must serve on active duty in that grade for at least 3 years to retire in the higher grade. Beginning on 1 October 1990 and continuing for 9 years, officers promoted to those grades may apply for retirement in that grade after serving on active duty for at least 2 years.

3.15. Conducting Promotion Ceremonies. May hold pin-on ceremonies on the last duty day before the effective date of promotion. Hold such ceremonies as close to the end of the duty day as possible. The promotion is not effective until the date of the promotion order and the early ceremony will not affect the officer's pay, seniority, or entitlements. Commanders may use attachments 4 and 5 in planning the ceremony.

3.16. When to Promote the Officer. Promote first lieutenant through colonel on the effective date of the order announcing the promotion unless the officer declines the promotion or fails to obtain the retainability for the ADSC.

3.17. Declining a Promotion. An officer may decline a promotion NLT 2400 hours on the day prior to the effective date of promotion. MPF Promotions notifies HQ AFPC/DPPPOO when an officer initiates a declination. HQ AFPC/DPPPOO will not honor declinations signed on the effective date of promotion. **EXCEPTION:** Officers selected for retroactive promotion by a SSB, AF Board for Correction of Military Records, or because of an administrative error may decline the promotion no later than 2400 hours on the day following notification of selection.

3.17.1. Officers who desire to decline a promotion must sign two copies of a Declination of Promotion Statement (attachment 6).

3.17.2. Officers who submit a declination statement and later decide to accept promotion may request withdrawal of the declination statement if they have remained continuously on the ADL.

3.17.2.1. Officers can submit a letter through the commander to MPF Promotions requesting withdrawal of the declination statement prior to the effective date of the promotion. If the commander approves, MPF Promotions notifies HQ AFPC/DPPPOO to promote the officer. If the commander does not want to promote the officer, he or she disapproves the request and initiates promotion propriety action.

3.17.2.2. Officers can submit a letter through the commander and MPF Promotions to the major commander requesting withdrawal of the promotion declination if the effective date of promotion has passed. If the major commander approves the request, promote officers effective on the approval date.

3.17.2.3. Commanders can initiate promotion propriety action if they believe an officer is not qualified for promotion.

Chapter 4

PROMOTION SPECIAL ISSUES

4.1. When to Promote Early:

4.1.1. Air Force policy is to not allow early pinning; except only in specific circumstances where it is essential to effectively perform duties in the higher grade (usually in an international environment).

4.1.2. Send requests for exceptions to these guidelines to HQ AFPC/DPPPO (to major and lieutenant colonel) or to AFDPO, Support Division (to colonel). Fully justify the request.

4.2. Who Approves Early Pinning. The Assistant Vice Chief of Staff (HQ USAF/CVA) approves requests for early pinning and DCS/Personnel (HQ USAF/DP) disapproves requests.

4.3. Restrictions For Early Pinning. Officers cannot pin on higher grade insignia before the Senate confirms the list that contains the officer's name. Further, officer's projected assignment billet is for the higher grade. Approval of early pinning requests does not normally occur if officers are in the position, performing these duties effectively, or are known in the lower grade and position. Approval of early pinning allows the officer to wear the higher grade and benefit from the protocol of that grade. He or she will not receive higher pay or entitlements, will not gain seniority on the active duty list, will not receive performance reports or sign performance reports, recommendations, or similar administrative actions, in the higher grade until actually promoted by sequence number. Member should consult local judge advocate to resolve questions concerning other documents. **NOTE:** Officers approved for early pinning are authorized to be issued an identification card in the higher grade upon the effective date of early pinning. If applicable, family member identification cards may only be updated to reflect the same grade as the member's card when reissued upon expiration or loss.

4.4. Posthumously Promoting Officers. Commanders can request HQ AFPC/DPPPO promote a deceased officer who has been selected for promotion. They must state that:

4.4.1. A promotion propriety action was not in effect against the officer.

4.4.2. The officer was a second lieutenant recommended for promotion or a first lieutenant through lieutenant colonel recommended for promotion by a board.

4.4.3. No financial entitlements accrue as a result of a posthumous promotion.

4.5. Initiating Posthumous Promotions. The commander sends a priority message (MINIMIZE included) including the information in paragraph 4.4. through MPF Promotions, to MAJCOM, FOA, or DRU, with an information copy to HQ AFPC/DPPPO. If the MAJCOM, FOA, or DRU concurs, they request HQ AFPC/DPPPO initiate request for Presidential authority to posthumously promote the member.

Chapter 5

PROMOTION PROPRIETY ACTIONS

5.1. When to Question Promotions. Commanders question a promotion when the preponderance of the evidence shows the officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade. Early identification of the officer and proper documentation are essential. Formal rules of evidence do not apply to a promotion propriety action.

5.2. Who Initiates a Promotion Propriety. An officer's commander (or higher level officer exercising command authority) initiates a promotion propriety recommendation. See sample notification letters at **Attachment 7** through **Attachment 10**. *NOTE:* A squadron section commander or staff head is not the officer's commander for purposes of promotion propriety processing unless:

5.2.1. The squadron section commander or staff officer is equal to or senior in grade to the affected officer, and

5.2.2. The affected officer is a member of the parent organization or staff attached (by administrative orders in accordance with AFI 51-604, *Appointment to and Assumption of Command* [formerly AFR 35-54]) to the squadron section or the staff for adverse personnel actions, other than actions under the Uniform Code of Military Justice (UCMJ).

5.2.3. The major commander reviews propriety actions as outlined in **Table 5.1**.

5.3. How to Initiate a Promotion Propriety Action. The commander informs the officer of the recommendation, either verbally or in writing, before the effective date of promotion. See processing guidelines in **Table 5.1**.

5.3.1. A propriety action must contain a clear statement of the reasons for the action and evidence documenting the reasons, and that the affected officer had an opportunity to review and comment on the reasons and supporting evidence.

5.3.2. Whenever possible, initiate promotion propriety actions by giving written notice to the officer. If it is not possible to give timely written notice, the initiating commander gives verbal notice personally or, if necessary, through a designated officer. Follow verbal notice by written notice as soon as possible. Once a recommendation to find an officer in the grade of second lieutenant NQP or remove an officer from a promotion list is initiated, the promotion is automatically delayed.

5.3.3. Give an officer the opportunity to comment on all derogatory information added after the officer first reviews and acknowledges the initial recommendation, unless the information originated solely from the officer's personnel record.

5.3.4. The case file should contain original documents. If necessary, reproduced copies are acceptable but must be legible.

5.4. Delaying a Promotion. Commanders initiate a delay of promotion when the preponderance of the evidence shows the officer is not mentally, physically, morally or professionally qualified to perform the duties of the grade for which selected. The delay of promotion is effective when the commander notifies the officer of the delay, either verbally or in writing. Accomplish this notification prior to the effective date of the promotion.

5.5. Initiating a Promotion Delay. The commander informs the officer of the promotion delay action, either verbally or in writing, before the effective date of promotion.

5.6. Approving a Promotion Delay. The major commander approves initial delays. The initial delay may not exceed 6 months from the officer's original effective date of promotion. The major commander notifies the officer, in writing, the delay action has been approved and the officer may make a written statement to the SAF in response to the action. SAF must approve any extension of the initial delay (even if the initial delay was less than 6 months) before the initial delay period ends. A recommendation to the SAF to extend a delay up to 18 months (initial delay plus extension) from the effective date of the officer's original promotion may be appropriate based on the circumstances of the case. Extensions of delays are for no more than 6 months at a time.

5.6.1. Extension of the delay period is automatic upon initiation of a recommendation to find the officer NQP to first lieutenant or to remove the officer from the list. Process a recommendation to extend a delay in the same manner as the original, except the SAF must approve the extension of delay. The recommendation should arrive at HQ AFPC/DPPPOO no later than 45 days before the expiration of the current delay.

5.7. Ending a Promotion Delay. Commanders initiate action to end the delay at any time. Send the recommendation to end a delay action through command channels to the major commander, who, acting for the SAF, makes a decision.

5.7.1. MAJCOM Personnel notifies HQ AFPC/DPPPO when the major commander ends the delay. If the delay action ends before the original promotion projected effective date, promote the officer as originally scheduled. If the delay action ends after the original projected effective date, promote the officer as soon as possible.

5.7.2. The officer's promotion effective date and date of rank are the original dates as if the delay action never occurred.

5.7.3. If the commander determines the officer unqualified for promotion during part of the delay period, at the end of the delay the commander recommends an adjustment to the officer's date of rank and effective date of promotion, consistent with the date the officer met standards.

5.7.4. The commander notifies the officer of the proposed action, in writing, prior to the end of the delay. Advise the officer that on the day following expiration or termination of the delay, he or she may assume the higher grade. The notification states the officer's date of rank is tentative pending SAF decision on the adjustment.

5.7.5. MPF Promotions processes the case file through command channels to HQ AFPC/DPPPOO.

5.7.6. HQ AFPC/DPPPO notifies the officer, through command channels, of the SAF decision to adjust his or her actual promotion effective date and date of rank.

5.8. Recommending a Second Lieutenant Not Qualified for Promotion (NQP). When the preponderance of the evidence shows an officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade, the commander recommends in writing that the SAF find him or her NQP.

5.8.1. The commander informs the officer of the NQP recommendation, either verbally or in writing, before the promotion effective date. The notification must state if it is necessary for special process-

ing under AFI 31-501, *Personnel Security Program Management* (formerly AFR 205-32 concerning sensitive compartmented information [SCI] access).

5.8.2. If involuntary separation or court-martial is pending, the NQP action must be flagged to permit SAF to hold decision on the NQP action in abeyance pending resolution of the other action. This will avoid automatic discharge of the officer. If the other action does not result in separation, the NQP action will be processed to completion.

5.8.3. Separate an officer within 18 months of the date first found NQP if he or she is NQP. Commanders should give them a reasonable opportunity to overcome the basis for their nonqualification before taking separation action. Try to retain on active duty for 6 months a second lieutenant found NQP, starting on the date the promotion would have occurred, unless retention is inconsistent with good order and discipline.

5.8.4. The commander can request SAF approval to retain the officer beyond 6 months for additional observation. Initiate request to arrive at HQ AFPC/DPPPOO no later than 45 days before expiration of the initial 6-month period. SAF can retain the officer for up to 18 months from the date first found NQP.

5.8.5. If the commander determines the officer is NQP by the end of the 6-month period, separate him or her according to AFI 36-3207, *Administrative Separation of Commissioned Officers* (formerly AFR 36-12).

5.8.6. If during the retention period, the commander determines the officer qualified for promotion, then promote the officer upon major commander approval. The promotion is effective upon meeting time-in-grade requirements or the date the major commander determined the officer fully qualified for promotion, whichever is later.

5.8.7. The commander informs the officer when retention is inconsistent with good order and discipline. Advise the officer of the rationale supporting the belief, in writing, and that he or she is subject to immediate separation, as determined by the SAF.

5.9. Recommending First Lieutenants Through Lieutenant Colonels NQP. Commanders initiate NQP recommendations when the preponderance of the evidence shows an officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade. Process the case file in time to get to HQ AFPC/DPPPO before the board convenes. This recommendation is valid for only one selection board.

5.10. Removing First Lieutenants Through Lieutenant Colonels From a Recommended List. A commander initiates action to remove an officer's name from a promotion list when a preponderance of the evidence shows that the officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade. Even if the officer declines the promotion, initiate removal action since his or her name remains on the list (declination procedures are in paragraph 3.17.).

5.11. Initiating a Removal Action. The commander informs the officer of the recommended action, either verbally or in writing, before the promotion effective date. A removal action automatically delays the officer's promotion until SAF makes a decision on the removal action.

5.12. Approving Removal Actions. The SAF, acting for the President, approves all removal actions. If the SAF disapproves the removal action but determines the officer did not meet standards for promotion during part of the delay period, the SAF may adjust the officer's promotion effective date and date of rank. HQ AFPC/DPPPO notifies the officer, through command channels, of the adjusted dates.

5.13. What a Removal Action Does. When an officer is considered and selected IPZ or APZ, but later removed from a promotion list, the removal is deemed a non-selection for promotion.

5.13.1. Promote officers selected by the next board, upon Senate confirmation, based on his or her seniority on the new promotion list.

5.13.2. Officers not selected by the next board, or if selected and again removed from the promotion list, are twice not selected for promotion.

5.13.3. Officers considered and selected BPZ but subsequently removed do not incur a nonselection for promotion.

5.14. Promotion Deviations From Sequence Number Order. Officers on a promotion list may have their nominations and/or confirmations held up for many reasons. If a situation arises where an officer is not confirmed and promotions from the list begin, the Air Force may temporarily bypass the unconfirmed officers. Once confirmation occurs, this bypassed officer's promotion effective date will be established, for all purposes, to restore this officer to his or her original place on the promotion list."

Table 5.1. Processing a Recommendation to Delay a Promotion, Find An Officer Not Qualified For Promotion, Or Remove An Officer From a Promotion List.

R U L E	A	B	C	D	E	F
	Who Takes Action	Sequence of Instructions	To Delay Promo- tion	To Find an Officer Not Qualified - To 1st Lt	To Find an Officer Not Qualified - All Others	To Re- move Officer
1	Commander initiating action	Contact Military Personnel Flight (MPF) and JA staff members for counsel and assistance.	X	X	X	X
2		Notify the officer, in writing, of action being started (see note 1). The letter of notification will include: one or more specific reasons for the action with supporting documents attached; how long the action will stay in effect, as appropriate; that the officer must acknowledge receipt and understanding within a reasonable period of time (usually 5 workdays); that the officer may submit a statement in his or her behalf, including supporting documents.	X	X (see note 8)	X	X
3		Notify the officer, in writing (see note 1), that the officer's promotion won't become effective until the approval authority makes a decision; that the officer may not assume the higher grade even if his or her name appears on a promotion order.	X	X		X
4		Notify the officer, in writing (see note 1) not later than the expiration of the delay, NQP, or removal period, if the initiating commander determines the officer did not meet standards during the delay, NQP, or removal period. The letter of notification shall include that the initiating Commander is recommending adjustment of the officer's effective date of promotion and CGDOR (both dates must be the same), that the officer may assume the higher grade and give a tentative effective date of promotion and CGDOR equal to the expiration of the delay (to include extensions of delay, NQP, or removal), pending adjustment decision by the SAF, confirm the effective date of promotion and CGDOR through command channels from the SAF.	X	X		X
5		Notify the officer, in writing (see note 1), that if the recommended action is approved, the officer is subject to discharge under AFI 36-3207.		X		

R U L E	A	B	C	D	E	F
	Who Takes Action	Sequence of Instructions	To Delay Promotion	To Find an Officer Not Qualified - To 1st Lt	To Find an Officer Not Qualified - All Others	To Remove Officer
6		Notify the officer, in writing (see note 1), that if the major commander or delegated authority (see note 4) supports the recommended action, the selection board will use the correspondence in evaluating the officer's selection folder.		X		
7	Servicing MPF/ DPMPP	As soon as the officer is notified, send the following information by message (includes MINIMIZE) to HQ AFPC/ DPPPO: type of action started; officer's name, grade and SSN; projected effective date of promotion or sequence number, name, grade, and unit of the commander initiating action; one or more reasons for the action; date action started; and date officer notified (if notified verbally, also include date officer notified in writing). Include date AFI 36-3206 action initiated, or rationale for why action was not initiated. Send information copy of message to intermediate commanders. Also send copy to AFDPO, if the officer is a colonel selectee. NOTE: HQ AFPC/DPPPO updates Headquarters Master personnel file (HAF MPF) as appropriate, per AFM 36-2622, (formerly AFM 30-130). Refer to DPMQA if Reg AF appointment (AFI 36-2610 [formerly AFR 36-5]) or continuation is applicable.	X	X (see note 9)	X	X
8	Officer	Acknowledge receipt of the letter of notification and attach a statement in his or her behalf, if desired. If a statement isn't submitted, include a statement that the officer is declining to submit it in the written acknowledgment of receipt. Return all correspondence with attachments to the commander who started the action (see note 2).	X	X		X
9	Commander initiating action	Send all correspondence to the MPF/DP-MPP.	X	X	X	X
10	Servicing MPF/DP-MPP	Review processing and complete the above steps.	X	X	X	X
11		Get legal review by JA and include it in case file.	X	X	X	X

R U L E	A	B	C	D	E	F
	Who Takes Action	Sequence of Instructions	To Delay Promotion	To Find an Officer Not Qualified - To 1st Lt	To Find an Officer Not Qualified - All Others	To Remove Officer
12	Servicing MPF/DP-MPP	Send correspondence through channels to the officer's MAJCOM.	X	X (see note 10)	X (see note 4)	X
13		Comply with note 3, if applicable.	X	X	X	X
14	Intermedite commander (This step is optional at MAJCOM discretion.)	Review correspondence and send to officer's MAJCOM of assignment, through channels, with recommendations (see note 4). Commander, vice commander, or staff director must sign the forwarding indorsement. NOTE: Legal review is optional.	X	X	X (see note 4)	X
15	Major commander (see note 4)	Review correspondence and get review by JA to ensure the case file is complete and the evidence is legally sufficient. NOTE: Include a copy of the JA review in the case file.	X	X	X	X
16		Disapprove the action and return all correspondence through channels to the commander who started the action, if the recommended action is determined inappropriate; inform HQ AFPC/ DPPPO, in writing, of decision and date action ended; request the initiating commander to notify the officer, in writing, that the recommendation was disapproved; and inform AFDPO on actions pertaining to colonel selectees.	X	X	X	X
17	Major commander	Approve the action and send original case to HQ AFPC/DPPPO if the recommended action is appropriate. Inform AFDPO if action pertains to a colonel selectee that the delay has been approved. Notify the officer, in writing, the delay action has been approved and that the officer may make a written statement to the SAF in response to the action taken. Should the officer desire to make a written statement, he or she should forward the statement through the MAJCOM to HQ AFPC/DPPPO for forwarding through channels to the SAF for consideration.	X			

R U L E	A	B	C	D	E	F
	Who Takes Action	Sequence of Instructions	To Delay Promotion	To Find an Officer Not Qualified - To 1st Lt	To Find an Officer Not Qualified - All Others	To Remove Officer
18		Send correspondence to HQ AFPC/ DPPPO if the recommended action is appropriate, (see note 5). Inform AFDPO if action pertains to a colonel selectee that the case is being forwarded to HQ AFPC/DPPPO. Consider notifying the initiating commander so he or she can advise the officer concerned that recommendation is being forwarded (see note 5).	X (see note 6)	X	X	X
19		If the major commander or lower level commander determines the officer did not meet standards for promotion during part of the delay, NQP, or removal period, the major commander may recommend to the SAF an adjustment to the officer's effective date of promotion and CGDOR (both dates must be the same). Notify the officer, in writing, of the recommended adjustment not later than the expiration of the delay, NQP, or removal period. The officer will acknowledge receipt of the letter of notification and may attach a statement in his or her behalf, if desired. Provide a copy of the letter of notification to HQ AFPC/DPPPO to include in the case file for further processing to the SAF for decision on the adjustment. Also send a copy of the letter of notification to AFDPO, if the officer is a colonel selectee.	X	X		X
20	HQ AFPC/ DPPPO	Review correspondence for compliance with this instruction and update the HAF MPF, as appropriate.	X	X	X	X
21		Notify the Selection Board Secretariat and provide case file for inclusion in the officer's selection folder, as appropriate. NOTE: When selection board is over, the Secretariat returns the case file to HQ AFPC/DPPPO.			X	
22		Send case through channels to the approval authority.	X (see note 6)	X		X
23		Following decision by the SAF, notify the major commander of the decision; and request he or she advise the officer, in writing, of the decision to include effective date of promotion and CGDOR.	X	X		X
24		Inform HQ AFPC/DPPRS if a recommended action was approved.		X		X (see note 7)

R	A	B	C	D	E	F
U L E	Who Takes Action	Sequence of Instructions	To Delay Promo- tion	To Find an Officer Not Qualified - To 1st Lt	To Find an Officer Not Qualified - All Others	To Re- move Officer
25		Update the HAF MPF if the recommended action was approved.	X			X
26		Update HAF MPF and promote officer as soon as practical (when he or she is eligible) or comply with other instructions from the SAF if the recommended action was not approved. Return case file to the major commander	X	X		X
27	HQ AFPC/ DPPRS	Take action according to paragraph 5.8.2. if SAF approved the action to find a second lieutenant not qualified, .		X		

NOTES:

1. If there is not enough time to prepare a written notification because of the officer's projected effective date of promotion, the commander may inform the officer verbally that action has been or will be started. Provide written confirmation as soon as possible (usually within 24 duty hours).
2. The officer must acknowledge receipt and submit any statements on his or her behalf within a reasonable period of time (usually 5 workdays) after receiving written notification.
3. For reassignments, the losing MPF Promotions and Testing Unit (DPMPP) notifies the gaining MPF, with information to the gaining MAJCOM, that promotion propriety action has been started. The officer's parent MAJCOM at the time of initiation of the propriety action is the command channel for processing the action.
4. Unless otherwise directed by SAF, a commander (down to and including wing or equivalent commanders) may terminate an action to delay a promotion, find an officer NQP, and remove an officer from a promotion list, or adjust the CGDOR and effective date, anytime before the major commander reviews the case.
5. Logically construct in chronological order a case file before sending it to HQ AFPC/DPPPO. It must include all necessary documents and they must be easy to read. Include a detailed case synopsis suitable for review by the approval authority (SAF) that references pertinent and tabbed documents, statements, or other significant matters as part of the case file. Prepare all not qualified to first lieutenant, delays, extension of delays, or removal cases to arrive at HQ AFPC/DPPPO in two legible copies (original plus one). For all other NQPs, forward only the original copy.
6. Only applies to actions involving extensions to the original delay or CGDOR adjustment.
7. Refer to HQ AFPC/DPPRS for separation actions if removal constitutes a second failure of selection for promotion to captain. Refer to HQ AFPC/DPPPOC for continuation consideration as SAF guidelines require, or to HQ AFPC/DPPRS for appropriate separation or retirement actions, respectively if removal constitutes a second failure of selection for promotion to the grade of major (excluding MC and DC) or lieutenant colonel.

8. Commanders considering NQP action on a second lieutenant having access to sensitive compartmented information (SCI) (to include an officer debriefed within 3 years), Single Integrated Operations Plan--Extra Sensitive Information (SIOP-ESI), or other special access programs must comply with AFI 31-501, *Personnel Security Program Management* (formerly AFR 205-32), and ensure the access granting authority reviews the proposed promotion propriety action as in paragraph 5.8.1. The commander's letter of notification must indicate coordination with the access granting authority is complete, will be completed or that such action is not applicable.
9. MPFs must state in the message actions taken under AFI 31-501, or state that such action is not applicable.
10. MPFs must hold the case file in abeyance if coordination with the access granting authority is required but not yet received. The case file should indicate completed coordination when forwarded to the next echelon.

Chapter 6

SPECIAL SELECTION BOARDS (SSB)

6.1. Holding SSBs . HQ AFPC/DPPB conducts promotion SSBs to consider officers when they did not meet a board or were improperly considered by one or more central selection boards. SSBs replicate central selection boards, to include pre- and post-board procedures and policies as outlined in chapters 1 through 5 of this instruction, to the maximum extent possible.

6.2. Granting SSB Consideration:

6.2.1. Air Force Board for Correction of Military Records (AFBCMR) or a federal court can direct an officer for consideration by SSB.

6.2.2. The Chief of the Promotion Division (HQ AFPC/DPPP) can approve an eligible officer for consideration by SSB.

6.3. Conditions For Granting an SSB. Grant SSBs for promotion to the grade of captain through colonel based on:

6.3.1. Administrative Error. HQ AFPC/DPPPO may allow an SSB when an eligible officer did not meet a board or met the board in an incorrect promotion zone or competitive category.

6.3.2. Legal Error and Material Error. HQ AFPC/DPPP can direct an SSB for a nonselected officer, if the SAF, or a person acting on behalf of the SAF, determines:

6.3.2.1. The action of the board that considered the officer was contrary to law or involved material error of fact or material administrative error; or

6.3.2.2. The board did not consider material information that should have been available in compliance with pertinent Air Force directives and policies. Do not have an SSB if, by exercising reasonable diligence, the officer should have discovered the error or omission and could have taken corrective action before the originally scheduled board convened.

6.3.3. Pursuant to Formal Appeal. AFBCMR may grant SSBs when they determine an officer's nonselection for promotion resulted because of an error or injustice in the officer's record.

6.4. Submitting Appeals for SSBs. Officers submit applications for SSBs using DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, US Code, Section 1552**, or AF Form 948, **Application for Correction/Removal of Evaluation Report**.

6.5. SSB Procedures. SSBs:

6.5.1. Consist of officers who meet qualifications outlined in paragraph **1.1.1.3.** and who are a diverse representation of MAJCOMs, career areas, and for the line competitive category, aeronautical rating.

6.5.2. Consider the records of officers as they would have appeared to the original board had the officers been properly considered. Compare the officers' records with benchmark records from the original boards (paragraph **3.3.3.**).

6.5.3. Use the scoring procedures outlined in paragraphs **2.14.** and **2.15.**

6.5.4. Select an officer if the SSB finds him or her fully qualified for promotion and if his or her record scores higher than all the nonselect records and ties at least one of the selected records from the original board.

6.5.5. Identify any officer considered by the board whose record, in the opinion of the majority of the members of the board, indicates the officer should "show cause" for his or her retention on active duty (AFI 36-3206, *Administrative Discharge Procedure*, formerly AFR 36-2).

6.5.6. Provide a report according to paragraph 2.25.

6.6. Writing Letters to SSBs:

6.6.1. Officers may write a letter to the SSB according to paragraph 2.10. It must contain only information available to the original board. Mail letters to the SSB Program Section (HQ AFPC/DPPPAB) to arrive not later than the board convening date.

6.6.2. For individuals meeting more than one SSB, prepare and mail separate letters to each board.

6.6.3. Address letters to: CY (insert the appropriate year and grade), HQ AFPC/DPPPAB, 550 C Street West, Ste 8, Randolph AFB TX 78150-4710. To preserve anonymity, do not date the letter and do not address letter to the "Special Selection Board".

6.7. Commander Actions on SSBs:

6.7.1. Advise officers of SSB results.

6.7.2. Determine the propriety of promotion and, if appropriate, initiate action outlined in **Chapter 5**. This applies even if the officer has a projected retroactive promotion date.

6.8. Promoting Officers by SSB. Promote officers upon ASD (FMP) approval and Senate confirmation (if required). Promote the officer with a date of rank and effective date he or she would have received if considered and selected by the original board. The member, based on his or her retroactive promotion by SSB, may be eligible for further consideration by selection boards, provided he or she meets the eligibility criteria and is on the active duty list.

6.9. Disclosing SSB Proceedings. Release of information is the same as central selection boards.

PART 2**SELECTIVE CONTINUATION OF TWICE NONSELECTED OFFICERS****Chapter 7****SELECTIVE CONTINUATION PROGRAM**

7.1. SAF Responsibilities. Determines when to hold a continuation board based on Air Force requirements, establishes continuation quotas, approves termination of continued officers (prior to expiration of term), approves continuation propriety actions and board reports.

7.2. Competitive Category Corps Chiefs and Line of the Air Force (LAF) Functional Managers. Submit requests to HQ USAF/DPXO if continuation is desired based on "critical skill needs" prior to SAF approval to hold a continuation board.

7.3. HQ USAF/DPXO:

7.3.1. Contacts BSC, MSC, NC, MC/DC, HC and JA corps chiefs to determine if continuation is necessary prior to processing the request to hold the board.

7.3.2. Recommends to SAF, quotas for each competitive category based on Air Force requirements and recommendations from competitive category corps chiefs and LAF functional managers.

7.4. General Officer Group (AFDPG). Indorses request for continuation of brigadier general or major general to the SAF for approval and to the President for lieutenant general and above. This action is used to retain them on active duty beyond their maximum years of service based on the needs of the Air Force.

7.5. Colonel's Group (AFDPO). Indorses requests for continuation of colonels beyond their mandatory retirement due to age and years of service, updates the acceptance or declination in the personnel data system (PDS), flows new date of separation (DOS), processes retirements and files the original document in the Master Personnel Records Group.

7.6. HQ AFPC/DPPB:

7.6.1. Conducts Selective Continuation Board and processes board report to SAF for approval.

7.6.2. Ensures that ASD (FMP) notification occurs when majors who are within 6 years of retirement may be nonselected for continuation by a Selective Continuation Board in compliance with DoD Directive 1320.8, paragraph E.1.b.

7.7. HQ AFPC/DPPPOC. Processes officers for continuation and performs the following actions for lieutenant colonel and below:

7.7.1. Releases selective continuation board results to MPFs.

7.7.2. Establishes public release date and notifies MPFs when to release the results. **NOTE:** When selective continuation is held in conjunction with the member's promotion selection board, the release of continuation results will be concurrent with release of promotion results.

7.7.3. Updates acceptance or declination in PDS and files the original document in the Master Personnel Records Group.

7.7.4. Sends a copy of all declination statements to officer separations (HQ AFPC/DPPRS) for involuntary separation processing.

7.7.5. Updates the officer's DOS and flows personnel transaction indicator (PTI) 430 to MPF Career Enhancement.

7.8. MPF Career Enhancement Unit:

7.8.1. Prepares the continuation acceptance or declination statement to accompany the letter that notifies the officer of continuation. **NOTE:** Selective Continuation Program definitions are located at attachment 11 for review.

7.8.2. Ensures commanders notify selected officers of continuation upon public release.

7.8.3. Ensures officers sign continuation statements within 60 calendar days from public release date.

7.8.4. Forwards a copy of the letter to MPF Separations.

7.8.5. Updates the ADSC on officers who accept continuation.

7.8.6. Annotates circumstances if an individual is unable or unwilling to sign the acceptance or declination statement.

7.8.7. Sends the original statement to HQ AFPC/ DPPPOC for lieutenant colonel and below, to AFDPO for colonels.

7.8.8. (For overseas locations only) Ensures MPF Assignments corrects the officer's date eligible to return from overseas (DEROS) after receipt of PTI 430 from HQ AFPC/DPPPOC.

7.9. Commanders. Notify officers of selection for continuation and advise them to return acceptance statement or declination to the MPF.

7.10. Who is Eligible for Continuation. Subject to the needs of the Air Force, fully qualified captains and majors identified for separation because of twice failing promotion to the next higher grade. Officers are not eligible if they:

7.10.1. Are not in a "critical skill" career area.

7.10.2. Can retire as a commissioned officer.

7.10.3. Are in the retirement sanctuary.

7.11. Requesting Continuation of Lieutenant Colonels and Colonels:

7.11.1. Commanders, competitive category corps chiefs and LAF functional managers may request continuation. The letter must contain justification and the individual's concurrence.

7.11.2. Any individual in the chain of command can disapprove the request.

7.11.3. The major commander indorses the letter and sends it (competitive category corps chiefs and LAF functional managers respond directly) to HQ AFPC/DPPPOC (for lieutenant colonels) and AFDPO (for colonels).

7.11.4. AFDPO indorses the letter for colonels and HQ AFPC/DPA for lieutenant colonels. HQ AFPC/DPPPOC places the request in the officer's selection folder for the next scheduled central selection board. **NOTE:** The request must be considered by board process. The central selection board may either recommend approval or disapproval and the board decision must be documented in the board report to the SAF for final decision.

7.12. Selecting an Officer for Continuation. Normally central selection boards select officers for continuation in conjunction with the board that nonselects officers for promotion the second time. **NOTE:** Depending on Air Force requirements, stand alone continuation boards may be held to continue officers past their mandatory retirement date.

7.13. Determining Continuation Period. HQ AFPC/ DPPPOC establishes continuation period based on the grade held when selected for continuation and the number of years remaining until retirement eligible.

7.13.1. Initially continue captains for 3 years. The continuation period begins on the 1st day of the 7th month from the approval of the board results. Further continue captains after initial continuation. Officers will be continued until first eligible for retirement.

7.13.2. Initially continue majors until the last day of the month in which they become eligible to retire as an officer.

7.13.3. Initially continue MC and DC majors for 3 years. Further continue MC and DC officers for 3-year periods until they are within 6 years of retirement. When MC and DC majors are within 6 years of retirement, continue them until last day of the month in which they can retire as an officer.

7.13.4. Continue lieutenant colonels and colonels for a maximum of 5 years beyond mandatory retirement due to unusual situations. To be eligible, an officer must possess a unique skill or knowledge required for a special project, whose loss would have a severe impact on the Air Force. If approved, the officer remains on active duty for the shortest period needed to complete the specific project. Do not extend an officer beyond his or her 62d birthday (60th birthday for Reserve officers).

7.14. Processing Continuation Statements. Officers sign the acceptance or declination statement and, if appropriate, the associated ADSC. Involuntarily separate or retire officers who fail to sign the statement within 60 days from public release.

7.15. Early Termination of Continuation. The period of continuation on active duty may be reduced by the SAF due to subsequent changes in the "critical skill needs" of the Air Force. **NOTE:** Other termination provisions are located at attachment 11.

Chapter 8

CONTINUATION PROPRIETY ACTIONS

8.1. Recommending Captains and Majors Not Qualified For Continuation. Commanders:

8.1.1. Submit a not qualified recommendation as soon as he or she deems an officer not qualified for continuation.

8.1.2. Complete the recommendation before the central selection board convenes.

8.1.3. Notify the officer of the recommendation and forward the package through command channels. Any commander may disapprove the recommendation. The major commander signs it indicating approval and sends the package to HQ AFPC/DPPPOC for file in the officer's selection folder. If the major commander disapproves the recommendation, it is returned to the servicing MPF who advises the initiating commander of the decision.

8.2. Initiating Removal From a Continuation List. Commanders notify the officer of the recommendation when he or she believes continuation is not appropriate. Do this verbally or in writing, before he or she accepts continuation or prior to the 60-day suspense. Advise the officer not to accept continuation until the SAF makes a final decision. **NOTE:** Removal from a continuation list can not be initiated once the officer accepts continuation.

8.2.1. The commander forwards the recommendation to the servicing MPF who forwards the request through command channels to HQ AFPC/DPPPOC.

8.2.2. HQ AFPC/DPPPOC sends the package to SAF for final decision.

8.2.3. The SAF approves or disapproves the action; however, the SAF must notify and provide rationale to ASD (FMP) when removal action involves an officer in the grade of major.

8.2.4. HQ AFPC/DPPPOC notifies the commander and officer separations (HQ AFPC/DPPRS) of SAF decision to remove the officer from the nomination list and officer is separated not later than the last day of the 6th month after ASD (FMP) signs the promotion package.

PART 3**THE AIR FORCE MAJOR GENERAL AND BRIGADIER GENERAL
SELECTION PROGRAMS****Chapter 9****ORGANIZATIONAL RESPONSIBILITIES****9.1. SAF Responsibilities:**

9.1.1. Administers the Active Duty promotion program, ensuring compliance with DoD Directive 1320.12 and all applicable laws. Also administers Reserve component general officer boards in accordance with applicable laws.

9.1.2. Appoints and convenes all brigadier and major general promotion selection boards to include SSBs.

9.1.3. Appoints eligible, qualified selection board members after considering recommendations from the Chief of Staff of the Air Force. Board composition must be in accordance with 10 U.S.C. 612 and DoD Directive 1320.12.

9.1.4. Furnishes selection boards information and guidelines relating to the needs of the Air Force for officers having particular skills, including the need for either a minimum or maximum number of officers with particular skills within a given competitive category. The SAF approves the number of officers needed in each skill. No increase in the number may be made after the selection board convenes without the written approval of the Secretary of Defense.

9.1.5. Develops an annual promotion plan and determines eligibility requirements by grade and competitive category in compliance with 10 U.S.C. 622 and 623 and DoD Directive 1320.12.

9.1.6. The SAF will interview the board president, board members, recorders, and administrative staff, as well as review, the content of administrative briefings of selection boards in accordance with DoD Directive 1320.12, paragraphs E.2.j and k.

9.1.7. Shall ensure that no official, civilian or military:

9.1.7.1. Directs that a particular individual be selected or not be selected by a selection board,

9.1.7.2. Censures, reprimands, or admonishes the selection board or any member of the board with respect to the recommendations of the board or the exercise of any function within the discretion of the board; or

9.1.7.3. Attempts to coerce or, by any unauthorized means, influence any action of a selection board or any member of a selection board in the formulation of the board's recommendations.

9.2. SAF General Counsel. Approves or disapproves entries into the Senior Officer Unfavorable Information File (SOUIF). Also, has the delegated responsibility from the SAF to approve SOUIFs for board consideration.

9.3. SAF Inspector General. Prepares the executive summary, and in coordination with The Judge Advocate General, recommends entry of the summary into the SOUIF. Officers within Inspector General

Inquiries Division (SAF/IGQ) will be designated by the SAF to prepare these summaries in accordance with DoD Directive 1320.12, paragraph F.1.c.(2).(d).

9.4. Chairman of the Joint Chiefs of Staff (CJCS). Designates an officer currently serving in a joint duty assignment for appointment by the SAF to be a board member for selection boards considering officers who have served or who are serving in joint duty assignments.

9.5. HQ USAF:

9.5.1. The Chief of Staff of the Air Force recommends annual promotion requirements and board members to the SAF.

9.5.2. The Deputy Chief of Staff, Personnel administers all general officer selection boards for the SAF.

9.5.3. The Judge Advocate General coordinates on executive summaries recommended for entry into a SOUIF.

9.6. AFDPO. Announces the board convening date to MAJCOMs, FOAs, DRUs, and MPFs approximately 120 calendar days before a Brigadier General Selection Board convenes. The announcement provides the eligibility criteria and gives the name and date of rank of the most junior and most senior officer eligible as of the notification date.

9.7. AFDPG. Notifies all eligible officers at least 30 days before a Major General Selection Board convenes. Notification includes eligibility criteria, the board convening date, and the names and dates of rank of the most junior and senior officers meeting the board.

9.8. Administering the Promotion Program:

9.8.1. AFDPO flows computer-generated OPBs for eligible officers to the MPFs at least 30 days before a brigadier general board convenes. AFDPG sends a computer-generated OPB directly to eligibles at least 30 days before the major general board convenes.

9.8.2. AFDPO or AFDPG performs duties outlined in paragraphs 1.3.2.1., 1.3.2.2., 1.3.2.3. and 1.3.2.6..

9.8.3. AFDPG publishes all promotion orders.

9.9. MPF Promotions Unit (for brigadier general boards only; AFDPG handles for major general boards):

9.9.1. Issues written notice to each eligible officer and to the local base media on the eligibility criteria, to include the board convening date, and the names and dates of rank of the most junior officer and most senior officer eligible.

9.9.2. Identifies all assigned eligible officers and verifies eligibility status.

9.9.3. Sends the Officer Preselection Brief (OPB) to the officer and request any missing OPBs outlined in AFMAN 36-2622, *Base Level Military Personnel System*, (formerly AFM 30-130). If an officer believes the data is not correct, the MPF notifies AFDPO by message (MINIMIZE included),

with an information copy to MAJCOM, FOA, or DRU. The message must include the name, grade, SSN, and a brief description of the problem.

9.9.4. If the data on the OPB is incorrect, the MPF notifies the appropriate OPR via message according to AFMAN 36-2622.

9.10. Eligible Officer. See guidance in paragraph 1.7..

9.11. Air Force Members. It is a violation of this instruction for anyone to engage in unauthorized communications with board members as outlined in DoD Directive 1320.12 and this instruction prior to and during a selection board. This includes attempts to improperly influence a selection either negatively or positively, as well as those items listed in paragraph 9.1.7..

Chapter 10

THE AIR FORCE MAJOR GENERAL AND BRIGADIER GENERAL SELECTION PROGRAM REQUIREMENTS

10.1. Promotion Program Objectives (Also Applies to Reserve Component Boards). The fundamental purpose of the officer promotion program is to select those officers best qualified to meet the needs of the Air Force. A promotion is not a reward for past service; it is an advancement to a higher grade based on future potential as demonstrated by past performance. The Air Force promotion program fully implements DoD Directive 1320.12, *Defense Officer Promotion Program*, (for active duty boards) as well as applicable laws. Procedures and policies for all active and reserve component boards are established to provide for the careful consideration, without prejudice or partiality, of all officers eligible for promotion and to ensure the independence and integrity of selection boards by precluding unauthorized communications to selection boards or board members prior to or during the board. An additional objective is to maintain a relatively similar promotion opportunity from year to year. In assessing an officer's qualifications for promotion to general officer, the board should consider duty performance as reflected in evaluation reports, breadth of experience, command, joint duty, professional military education, and civilian education. Although the above factors are not all inclusive, they do form the foundation on which the board considers officers highly qualified for promotion to general officer.

10.2. Promotion Eligibility. Section 619, Title 10, requires that all officers have at least 1 year time in grade to be considered for promotion. Air Force policy requires that to be considered for promotion to brigadier general, an officer must have at least 2 years time in grade as of the board convening date. Officers who have an approved date of separation within 90 days of the date the board convenes are ineligible for promotion consideration by that board.

10.3. Information Provided to Boards (Also Applies to Reserve Component Boards). Selection boards convened under this instruction will be provided the information and or documents listed in paragraphs 10.3.1. through 10.3.7.. No other information and or documents may be provided to a board without the express written approval of the Secretary of the Air Force:

10.3.1. The number and names of officers in each competitive category to be considered. **NOTE:** Reserve general officer boards do not use competitive categories.

10.3.2. The maximum number of officers in each competitive category under consideration that the board may recommend for promotion.

10.3.3. The HQ USAF Selection Record Group for each officer being considered, to include:

10.3.3.1. Officer evaluation reports (OER) and officer performance reports (OPR).

10.3.3.2. Officer promotion recommendation forms (AF Form 709, **Promotion Recommendation**, for promotion to Brigadier General; AF Form 78, **Air Force General Officer Promotion Recommendation**, for promotion to Major General).

10.3.3.3. An official photograph (for promotion to Major General only).

10.3.3.4. Decoration citations.

10.3.3.5. Officer military record (old AF Form 11).

10.3.3.6. Officer promotion selection brief (mandatory items: race, gender, ethnic codes).

10.3.3.7. Copies of any Court Martial actions, and records of nonjudicial punishment filed in the officer selection record under the provisions of AFI 36-2608, *Military Personnel Record Systems* (formerly AFR 35-44).

10.3.3.8. Communications to the board from eligible officers, including communications from others on behalf of eligible officers, in accordance with 10 U. S. C. 614(b) and DoD Directive 1320.12, paragraph F.(2).(b).

10.3.3.9. Officer biographical summary and training point summary of previous 5 years (applies to Reserve Component Boards only).

10.3.3.10. Senior Officer Unfavorable Information Files (SOUIF) (when approved for entry into the HQ USAF Selection Record Group for board purposes in accordance with paragraphs 9.2. and 11.3.1.2.).

10.3.4. Factual information requested by the board to amplify or clarify the official records provided to a selection board. Such information will be passed to the board only through the board recorder and administrative support personnel. A selection board may not be provided information that could not otherwise be made part of the official records of the officers concerned under Air Force regulations without notifying the officer concerned and giving him or her the opportunity to comment.

10.3.5. Memorandum of Instruction from the Secretary of the Air Force containing, at a minimum, the information required by DoD Directive 1320.12, paragraph F.1.b:

10.3.5.1. The text required by DoD Directive 1320.12, paragraph E.(2).(f) and enclosure 3.

10.3.5.2. Specific direction that all eligible officers will be considered without prejudice or partiality.

10.3.5.3. The maximum number of officers that the board may recommend for promotion in each competitive category and grade (in compliance with DoD Directive 1320.12, enclosure 2). No increase in the number may be made after the selection board convenes without the written approval of the Secretary of Defense.

10.3.5.4. Guidelines on the needs of the Air Force for a maximum or minimum number of officers with particular skills in a competitive category.

10.3.5.5. Guidelines to ensure that the marital status of a member or the employment, education, or volunteer service of a spouse will not have an effect on the promotion opportunities of the member.

10.3.5.6. Guidelines to ensure that the board gives appropriate consideration to the performance in joint duty assignments (presently serving, or have previously served) of eligible officers; as well as appropriate consideration for those officers serving in the Acquisition Corps.

10.3.5.7. Guidelines to prohibit board members, recorders, and administrative support personnel (or persons acting in their behalf) from receiving, initiating, or participating in communications or discussions involving information that is precluded from presentation to the selection board. Board recorders and administrative support personnel may screen information intended for a selection board to ensure the information is authorized for presentation to the board. Board members, the board recorder and administrative support personnel will report to the Secretary of the

Air Force if they believe someone is exerting or attempting to exert inappropriate influence over the board or its proceedings.

10.3.5.8. Instructions that no person may direct a selection board to select or nonselect a particular officer.

10.3.6. Guidance or written instructions provided to the board by the Secretary of the Air Force will not include information on particular officers, and may not be modified, withdrawn or supplemented after the board submits its report to the Secretary of the Air Force, except in the case of a report returned to the board president pursuant to 10 U. S. C. 618 (a)(2).

10.3.7. Appropriate laws, regulations, and directives will be available for board members to review during the board.

10.4. Communications with Selection Boards (Also Applies to Reserve Component Boards):

10.4.1. The Secretary of the Air Force will issue written instructions directed specifically to General Officer selection boards in the form of a Secretarial Memorandum of Instruction, as described in paragraph **10.3.5.**, providing guidance governing selection considerations for the board. A Secretary of the Air Force "Procedures" instruction, governing administration of the board, will be made available to the Board President, board recorder, and all board support personnel. Further, DoD Directive 1320.12, enclosure 3 will be read to the board (members, recorders, and administrative support personnel) at the time the board convenes in accordance with DoD Directive 1320.12, paragraph E.2.f.

10.4.2. No one other than the Secretary of the Air Force may appear in person to address a selection board. Should the Secretary address the board in person, a verbatim transcript of the Secretary's remarks will be prepared, provided to every board member through the board recorder and administrative support personnel, and made a part of the board record. All communications with members of a selection board must be in writing, furnished to all board members, and made part of the board record. Communications regarding particular officers are expressly forbidden, unless unusual circumstances exist that would preclude an officer's performance from being documented in the official record (i.e., sensitive classified mission, etc.) or unless provided to the board under the provisions of paragraph **10.4.3.3.** An audio or video recording is an acceptable means of communication with the board, so long as a written transcript is made part of the board record.

10.4.3. The following information may be communicated to a selection board:

10.4.3.1. The information provided to boards, in support of their duties, described in paragraph **10.3.** of this instruction.

10.4.3.2. Information, including the opinion of third parties, submitted to selection boards by eligible officers, as provided for in Title 10, U. S. C., DoD Directive 1320.12 and this paragraph. These communications must be received prior to the convening of the board and may be submitted in conjunction with paragraph **10.4.5.** of this instruction.

10.4.3.3. Information that is not part of the Selection Record Group, but which the Secretary of the Air Force determines to be substantiated and relevant, and which the Secretary considers might reasonably and materially affect the deliberations of the selection board (in accordance with paragraph **10.5.** of this instruction). If this information is to be presented, the eligible officer must be notified that the information will be presented to the board. The eligible officer must also be provided a copy of the information that will be provided to the selection board, and afforded a rea-

sonable opportunity to submit written comments on that information to the selection board. Factual summaries of information that are presented to boards under these provisions may be prepared only by personnel designated in writing by the Secretary of the Air Force for that specific purpose.

10.4.3.4. Information that is provided to selection boards under paragraph **10.4.3.3.** may not be provided to subsequent selection boards convened under this instruction unless the information is made a part of the Selection Record Group, or the Secretary of the Air Force makes a new determination that the information should again be placed before a selection board and the officer is again allowed to comment.

10.4.4. Once notified of designation as a member of a promotion board and until that promotion board adjourns, board members must be particularly careful to ensure that they are not prejudiced or influenced about the fitness for promotion of a specific officer by a superior military or civilian authority. This does not preclude a board member from performing rating or evaluating responsibilities as required by AFI 36-2502, *Airman Promotion Program*. If any board member cannot in good conscience perform board duties without prejudice or partiality, he or she is required to request relief by the Secretary of the Air Force from his or her obligation as soon as possible. Such a request will be honored. Any board member who believes that the integrity of the board's proceedings have been adversely affected by improper influence of superior military or civilian authority, misconduct of the board president or a member, or any other reason, has a duty to request relief from the Secretary of the Air Force or the Secretary of Defense, and upon receiving it, to report the basis for his or her belief to that authority. No official, civilian or military, may direct that a particular individual be selected or not be selected by a selection board; censure, reprimand, or admonish the selection board or any member of the board with respect to the recommendations of the board or the exercise of any function of the board; or attempt to coerce or by unauthorized means influence any action of the board in the formulation of the board's recommendations.

10.4.5. Officers eligible for promotion may send written communications to the board, via personal letter. The officer should address the personal letter to the board president and send it to AFDPG or AFDPO, 1040 Air Force Pentagon, Washington DC 20330-1040, to arrive no later than the day the board convenes. The letter should be brief. Communications sent to the board will be filed in the individual's selection record and will be considered by the selection board.

10.4.6. Communications other than as expressly provided for (as they relate to particular officers) in this instruction are prohibited. Access to selection board rooms and administrative material associated with the selection process will be limited to selection board members, recorders, and administrative support personnel.

10.4.7. Board members, in their deliberations, may discuss their own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, DoD Directive 1320.12, or this instruction. Board members may not discuss or disclose the opinion of anyone not a member of the board concerning an officer being considered unless that opinion is contained in material authorized to be placed before the board, under the provisions of this instruction.

10.5. Unfavorable Information (Also Applies to Reserve Component Boards). For the purposes of this instruction, unfavorable information consists of documentation files in a Senior Officer Unfavorable

Information File (SOUIF) maintained by the Inspector General of the Air Force (SAF/IG), under provisions of AFI 90-301, *Investigations of Allegations Against Senior Officials* (formerly AFR 120-4).

10.5.1. The SOUIF contains:

10.5.1.1. An executive summary of:

- Substantiated or partially substantiated allegations of misconduct which could reasonably and materially affect the deliberations of a selection board.
- Patterns of behavior which reflect adversely upon an officer's judgment or exercise of authority.

10.5.1.2. The officer's comments or responses to the executive summary.

10.5.1.3. Evidence of command or supervisory measures documenting action under the UCMJ, or administrative reprimand, admonishment or counseling.

10.5.2. If an officer is recommended for promotion by the selection board, the Secretary of the Air Force, based on the significance of the unfavorable information, or information received after a board has convened may:

10.5.2.1. Initiate action to remove the officer's name from the report of the selection board consistent with the requirement of Title 10 U. S. C., DoD Directive 1320.12, paragraph F.3 and this instruction (appropriate law and regulation for reserve component boards) or,

10.5.2.2. Support the promotion nomination; however, a summary of the potentially unfavorable information (termed a disclosure) may be required to accompany the nomination to the Secretary of Defense. The disclosure will also include a summary of the actions taken by the Air Force regarding the unfavorable information, as well as the reasons why the Air Force is supporting the nomination. OSD may forward this information to the President and Senate Armed Services Committee during the nomination and confirmation process.

10.6. Board Recorders and Board Administration (Also Applies to Reserve Component Boards).

10.6.1. Board recorders and administrative support personnel will be appointed in writing by the Secretary of the Air Force for all active and reserve component boards. At least one board recorder will be present during all board deliberations. Any board recorder or administrator who believes that he or she cannot, in good conscience, perform board duties without prejudice or partiality has a duty to request relief from such duty from the Secretary of the Air Force. These requests will normally be honored. Additional recorder responsibilities are specified in DoD Directive 1320.12, paragraph F.2.b.(5).

10.6.2. The AF/DP will provide appropriate officer recorders for general officer boards. Recorder eligibility and training requirements for active duty boards will be in accordance with DoD Directive 1320.12, paragraph F.2.b.

10.7. Report of Board Proceedings (Also Applies to Reserve Component Boards):

10.7.1. Each board will submit a written report, signed by each member, to the Secretary of the Air Force.

10.7.2. The board report will contain a list of those officers the board recommends for promotion, and will contain, at a minimum the required certification statements contained in DoD Directive 1320.12, paragraph F.2.c.(4) and enclosure 3.

10.7.3. The maximum number of promotions authorized within a competitive category may not be increased after convening the selection board without written approval of the Secretary of Defense.

10.7.4. Prior to the signing of the selection board report by the board members, the recommendations of the selection board will not be disclosed to anyone other than selection board members, recorders, and those administrative personnel necessary to prepare the board report. The results may not be disclosed following signing the report, except in accordance with procedures spelled out in this instruction, DoD Directive 1320.12, and law.

10.8. Action on Reports of Selection Boards. In compliance with 10 U. S. C. 618 and 624, the Secretary of the Air Force will review the board report and take action as required. If approved, the Secretary of the Air Force will submit a memorandum forwarding the board results to the Secretary of Defense in accordance with the requirements of DoD Directive 1320.12, enclosure 4. If the Secretary returns a report to a selection board, Secretarial instructions will not include information regarding particular officers.

10.9. Disclosure of Board Proceedings. (Also Applies to Reserve Component Boards): Only the recommendations of the board may be released. Board proceedings, including specific information on how the board scored each record, will not be disclosed to any individual not a member of the board, except as required for the official processing of board results and as otherwise authorized by 10 U. S. C. 618, DoD Directive 1320.12, and this instruction. Information on the number of officers considered and selected, board organization, the general procedures followed by the board, the number of board members, and their names, grades, and service components may be disclosed after the selection results are announced.

10.10. Announcing Selection Board Results. Upon the nomination by the President of the selected officers to the Senate for confirmation for promotion, public announcement of the board results will be made to all MAJCOMs, FOAs, DRUs, and MPFs (if Congress is not in session, announcement will take place when the President signs the nominations). AFDPG will notify each selectee upon Presidential nomination to Congress (for active and reserve component boards) and upon confirmation by the Senate (active duty only; Guard and Reserve officers will be notified by respective reserve component).

Chapter 11

THE AIR FORCE MAJOR GENERAL AND BRIGADIER GENERAL SELECTION PROGRAM PROCEDURES FOR CONDUCTING BOARDS

11.1. Internal Board Structure:

11.1.1. Upon appointment, the board president, board members, recorders and administrative assistants will read and become familiar with all of this instruction and DoD Directive 1320.12, which AF/DP will provide. Before convening the board, AF/DP will also provide a copy of the Secretary's Memorandum of Instruction to each member, recorder, and administrative assistant and make available applicable laws. The recorder will administer the oaths specified in Title 10, Section 613, and attachment 3 of this instruction.

11.1.1.1. The Secretary of the Air Force will appoint a member of the selection board as the board president and prescribe his or her duties. The board presidents of the major general and brigadier general selection boards will be serving in the grade of General. The board president is a non-voting/non-scoring member of the selection board. The board president has no authority to constrain the board from recommending for promotion those fully qualified officers that the majority of the board finds best qualified to meet the needs of the Air Force as specified by the Secretary. Further, the board president may not:

- Direct that a particular individual be selected or not selected by the board.
- Attempt to coerce, or by any other unauthorized means, influence any action of a selection board or any member of a selection board in the formulation of the board's recommendations.
- Censure, reprimand, or admonish the selection board or any member of the board with respect to the recommendations of the board or the exercise of any function within the discretion of the board.

11.1.1.2. The board president oversees the conduct of the board, including determining rescoring, introducing unfavorable information to the board, and in resolving the "gray zone" (paragraph 11.3.3.3.) etc. The board president ensures each board member reads the Secretarial Memorandum of Instruction and moderates all discussion, keeping the board focused on the Secretarial guidance and adhering to all legal and regulatory requirements.

11.1.2. The Deputy Chief of Staff, Personnel will furnish the board the names and records of the officers eligible for consideration and provide trained commissioned officer recorders to the board.

11.1.3. Line officers may score records of any competitive category. Judge Advocates will score Judge Advocate records; Chaplains will score Chaplain records. For brigadier general boards, members of the Medical Corps may score records of the Medical Corps, Dental Corps, Medical Service Corps, and Nurse Corps; and members of the Dental Corps, Medical Service Corps, and Nurse Corps, will only score records of officers in their own competitive category. Upon becoming eligible for promotion to major general, officers from the Air Force Medical Service become part of the Health Professions competitive category and compete for promotion together. For major general selection boards, board members from the Health Professions competitive category may score any record within that category.

11.1.4. While the board is in session, the board works directly for the Secretary of the Air Force under the supervision of the board president.

11.1.5. Selection boards will be comprised of a minimum of five active duty list officers. Each officer must be serving in a grade higher than the most senior officer under consideration (paragraph 9.1.3.).

11.1.6. Selection boards will ordinarily include a least one officer from each competitive category being considered by the board. A selection board need not include an officer from a competitive category when there is no eligible officer of that competitive category on the active duty list in a grade higher than the grade of the officers to be considered (paragraph 9.1.3.).

11.1.7. No officer may be a member of two successive selection boards for the consideration of officers of the same competitive category and grade (paragraph 9.1.3.).

11.1.8. Selection boards considering officers who have served or who are serving in joint duty assignments will include at least one officer currently serving in a joint duty assignment. The CJCS will designate an officer or officers currently serving in a joint duty assignment for appointment by the SAF (paragraph 9.4.).

11.2. Secretarial Guidance Concerning Promotions. In accordance with 10 U.S.C. 615, the Secretary will provide the board with guidance and information on the need to promote a minimum or maximum number of officers having particular skills.

11.2.1. For purposes of this instruction, semi-specialists are officers whose primary duty is in one of the following career fields: civil engineering, comptroller or financial management, contracting, intelligence, and command, control, communications and computers (C4).

11.2.2. Based on the needs of the Air Force, the Secretary may include other skills as semi-specialists in the Memorandum of Instruction to particular promotion selection boards.

11.2.3. By Air Force policy, to be considered a semi-specialist, an officer will normally have served at least 5 of the last 10 years in duties related to that designated skill.

11.3. Scoring Procedures:

11.3.1. Major General Selection Boards:

11.3.1.1. Initial Review. An initial review without scoring is used to familiarize board members with the records and the overall quality of the eligible officers. The board president and each scoring board member will review each record.

11.3.1.2. Scoring for the Record. After the initial review, if the eligible officer has a Senior Officer Unfavorable Information File (SOUIF), it will be placed in the selection folder as determined in accordance with paragraph 9.2. Then, each scoring member will score each record on a best qualified basis using the 6 to 10 point scoring scale described below.

11.3.1.3. Scoring Scale. Use the following scoring scale when making the final promotion determination in the major general selection board.

Score	Evaluation
10	Definitely a major general now
9-9.5	Probably a major general now
8-8.5	Maybe a major general now
7-7.5	Probably not a major general now
6-6.5	Definitely not a major general now

11.3.2. Brigadier General Selection Boards:

11.3.2.1. Initial Review. The members of the board will review every record in each competitive category. During this review, members of the board will vote on each officer's record using the following options: *Yes*--Officer is exceptionally well qualified for promotion; *No*--Officer is not exceptionally well qualified for promotion. If at least half of the board members vote "yes," further consider the officer's record for promotion. When the board has finished the initial review, the recorder will compile a list of those officers determined to be exceptionally well qualified for promotion. The members of the board will certify, by signing the list, that they have reviewed the records and determined that the officers appearing on it are exceptionally well qualified for promotion to general officer.

11.3.2.2. Scoring for the Record. After the initial review, if an eligible officer whose name appears on the list of those determined by the board to be exceptionally well qualified has a SOUIF, the recorder will direct the administrative staff to place it in the selection folder. Then, each scoring member will score the record of each officer on the exceptionally well qualified list on a best qualified basis using the 6 to 10-point scoring scale described below.

11.3.2.3. Scoring Scale. Use the following scoring scale when making the final promotion determination in the brigadier general selection board:

Score	Evaluation
10	Definitely a brigadier general now
9-9.5	Probably a brigadier general now
8-8.5	Maybe a brigadier general now
7-7.5	Probably not a brigadier general now
6-6.5	Definitely not a brigadier general now

11.3.3. Major General and Brigadier General Selection Boards:

11.3.3.1. Secret Ballot. Board members will score records by secret ballot. Board member discussions during deliberations are limited to what is allowed in accordance with DoD Directive 1320.12.

11.3.3.2. "Split" Scores.

- A significant difference, or a "split," is the difference of more than one and a half points between any two scores on a record; for example, 6, and 8, or 7.5 and 9.5.

- As board members complete their scoring, the administrative staff will review the scores to determine if any significant differences exist between the scores on a record.
- Not all "split" scores must be resolved. The board president may have the board rescore only those records with "split" scores in the top half of the preliminary order of merit listing.
- When a record with a "split" score is rescored, all board members may discuss the record, but only those involved in the "split" may change their scores to resolve the "split." Board members discussion is constrained as explained in DoD Directive 1320.12 and below.

11.3.3.3. Establishing the Final "Cut Line."

- Following resolution of "split" scores, the recorder will deliver to the board an order of merit list based on the total of the individual scores given by each scoring board member. The recorder will indicate on the list those officers at and above the score where the Secretary's numerical promotion guidance would occur.
- To ensure Secretarial guidance receives appropriate consideration, the board will examine the order of merit list and discuss the extent to which this guidance has been met. After discussion, the board may rescore the record of any officer or officers it determines necessary to give full consideration to the Secretary's guidance. Following all necessary rescoring, the recorder establishes a preliminary "cut line" based on the Secretary's numerical guidance.
- If the preliminary "cut line" falls between two or more officers with the same score (called the "gray zone"), the board will rescore the records of all officers in the "gray zone" until the "cut line" falls between officers having different scores. The recorder establishes a final "cut line" after the board resolves the "gray zone." The board recommends officers above the "cut line" to the Secretary for promotion. The board authenticates this list of officers for the record which becomes part of the final board report.

11.3.3.4. "Show Cause" Procedures. If any scoring board member believes the record of any eligible officer is of a quality which should require the officer to "show cause" for further retention on active duty under AFI 36-3206, they will indicate so on their voting or scoring ballot. If a majority of the scoring board members believe an officer should "show cause," identify that officer to the Secretary in the board report with reason. If no officers need to "show cause," the board report will so state.

11.4. Special Selection Boards:

11.4.1. When directed by the Air Force Board for Correction of Military Records (AFBCMR), Special Selection Boards will convene under the authority of 10 U.S.C. 628 for the purposes of considering those officers whose record:

11.4.1.1. Should have met a central selection board but did not, due to administrative oversight, or

11.4.1.2. Met a central selection board, was not selected, and the board:

- Acted contrary to law
- Involved material error of fact
- Involved material administrative error
- Did not have before it for consideration pertinent material information

11.4.2. Do not provide quotas for Special Selection Boards. Since benchmark records are not identified from the central brigadier general board Exceptionally Well Qualified or initial review phase, a Special Selection Board to brigadier general will assume the considerer is Exceptionally Well Qualified for promotion.

11.4.3. Normally, Special Selection Boards will convene in conjunction with central general officer selection boards. Appoint Special Selection Board members in accordance with the Memorandum of Instructions for the Special Selection Board.

11.4.4. SSB members make selections by comparing the considerer's record with the benchmark records from the lowest score category of selectees and the highest score category of nonselectees from the original board.

11.4.5. Administrative support personnel constructs the considerer's record as it would have at the time the central board met. Specifically:

11.4.5.1. Documents or references to events occurring after the original board are removed from the record.

11.4.5.2. The condition, if any, in the considerer's record that caused the Special Selection Board to convene is corrected.

11.4.6. The considerer may write a letter to the board, and if so, the letter (undated) is included in the record.

11.4.7. To preserve board member objectivity, the considerer, benchmark selectee and benchmark nonselectee records are not identified to the board before scoring.

11.4.8. The board scores all benchmark records and the considerer's record using the appropriate 6-10 point scoring scale above, resolving all "splits," if any.

11.4.9. After the scoring and "split" resolution is complete, the recorder will identify to the board president the considerer, benchmark selectees and benchmark nonselectees, and the scores each received from the Special Selection Board.

11.4.10. For the considerer to be selected, he or she must:

11.4.10.1. Score higher than every benchmark *nonselectee*, and

11.4.10.2. Score the same (equal to) or greater than at least one benchmark *selectee*.

11.4.11. The board president will advise the board of the scoring results. A separate board report is written for each Special Selection Board.

11.5. Certification Statement. Before any general officer selection board adjourns, the board president, board members and recorders will submit a written report of proceedings and accomplish the certification statement required by DoD Directive 1320.12, paragraph F.2.c.(4) and enclosure 3.

11.6. Post-Board Administration:

11.6.1. Board recommendations are Privileged INFORMATION. Before the board report is signed by each board member and recorder, recommendations are only disclosed to board members, recorders and administrative support personnel designated in writing by the Secretary of the Air Force. After the report is signed, only the recommendations of the board may be disclosed. Except as autho-

rized in law and DoD Directive 1320.12, the proceedings of a selection board are not disclosed to anyone not a member of the board. When the members and recorders of the board sign the report, the board is adjourned unless the SAF returns the report to the selection board for further consideration (paragraph 10.8.).

11.6.2. After the board adjourns, the recorder and administrative staff will collect all score rosters and internal working papers. Board members will not maintain any documents or remove any documents from the board room.

11.6.3. Following approval by the Deputy Secretary of Defense of the list of officers recommended by the board for promotion, HQ USAF/DP will destroy all score rosters and internal working papers associated with the board that are not a part of the board record.

11.6.4. Before destroying score rosters, the board recorder or administrative staff identifies the five records that scored immediately above and five that scored immediately below the final cut-line, including ties, and copy them exactly as they appeared before the board. These records will become an official part of the board record. These benchmark records will be used for special selection board proceedings.

11.7. Report to the Secretary of the Air Force. Following adjournment of the board, the board president will report to the Secretary on how well the board complied with the Secretarial guidance on semi-specialists, joint experience, Acquisition Corps and evaluation of minority and female officers as outlined in the board Memorandum of Instruction.

Chapter 12

PROMOTION PROPRIETY ACTIONS

12.1. General Information. Commanders at all levels must ensure that only the best qualified officers are promoted to general officer. If a commander believes the preponderance of the evidence shows that an officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade, it is in the best interests of the Air Force that immediate action be taken. All actions taken under this section, time permitting, should be coordinated with AFDPG prior to initiation and in all cases should be processed through command channels to AFDPG prior to action by the Secretary of the Air Force. AFI 36-2504, *Officer Promotions for the Reserve of the Air Force*, or NGR 36-1, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States as a Reserve of the Air Force*, outline promotion propriety actions for Reserve of the Air Force general officers or colonels serving in general officer positions. Reserve component promotion propriety actions should be coordinated through AFDPG prior to staffing to SAF.

12.2. Vacating a Promotion. In accordance with 10 U.S.C. 625, Active Duty List officers promoted to the grade of brigadier general serve an 18-month probationary period during which time the President of the United States may vacate their promotion at anytime.

12.2.1. An immediate or higher level commander must initiate vacations of promotion. Notification may be oral or in writing, but must be made before the 18-month promotion anniversary date. Oral notifications must be followed by written notification as soon thereafter as practicable. Action by the President must be completed before the 18-month promotion anniversary date.

12.2.2. The officer must be provided the evidence supporting the reason or reasons for the vacation recommendation and be given a reasonable time to respond in writing. If the vacation is upheld, the officer will immediately assume the grade of colonel, with the same date of rank he or she held prior to selection for brigadier general.

12.3. Delaying Promotions. In accordance with 10 U.S.C. 624, promotions can be delayed when the preponderance of the evidence shows that an officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade.

12.3.1. An immediate or higher level commander may initiate recommendations for delay. The commander will notify the officer, in writing, of the reasons for the delay and will give the officer a reasonable amount of time to provide written comments. The notification should be given before the effective date of promotion. If the commander cannot give initial notice in writing, he or she may give it orally, but must follow by written notice as soon thereafter as practicable.

12.3.2. The SAF is the approval authority for initial delays up to 6 months. Requests for extensions in excess of 6 months must be processed to arrive in sufficient time for the Secretary to act on the extension before the expiration date of the existing delay. When the basis for a delay ceases to exist, prompt action should be initiated to terminate it. The SAF is the approval authority for termination of delays.

12.3.3. Where it is determined that the officer was not qualified for promotion for any part of the delay, the SAF may adjust the officer's date of rank, pay and allowances, and position on the Active Duty List.

12.4. Removal From a Promotion List. In accordance with 10 U.S.C. 629, officers are removed from a promotion list when the preponderance of the evidence shows that they are not mentally, physically, morally or professionally qualified to perform the duties of the higher grade.

12.4.1. An immediate or higher level commander may initiate a recommendation for removal. The commander will notify the officer, in writing, and give him or her an opportunity to review the evidence and to provide written comments. If the commander cannot give initial notice in writing, he or she may give it orally, but must follow by written notice as soon as practicable. The commander must notify the officer before the effective date of promotion, unless a delay is in effect--then the commander must notify the officer before the expiration of the delay.

12.4.2. Once a removal action is initiated, a promotion is effectively delayed until action is taken by the President or action is taken to terminate the removal. The SAF is the approval authority for termination of removal actions.

12.5. Removal From a Report of a Selection Board. In accordance with 10 U.S.C. 618(d), the name of an officer may be removed from the report of a selection board only by the President.

12.5.1. In all cases where the SAF makes a recommendation that the name of an officer be removed from a report of a selection board (paragraph **10.5.2.** and **10.5.2.1.**), the information used to make that recommendation will be referred to the officer concerned for comment. The officer will be afforded a reasonable opportunity to submit comments before the recommendation is forwarded to the SECDEF.

12.6. Promotion Deviations From Sequence Number Order. Officers on a promotion list may have their nominations and/or confirmations held up for many reasons. If a situation arises where an officers is not confirmed and promotions from the list begin, the Air Force may temporarily bypass the unconfirmed officers. Once confirmation occurs, this bypassed officer's promotion effective date will be established, for all purposes, to restore this officer to his or her original place on the promotion list.

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

Title 10, United States Code, Sections 541, 611, 611(a), 612, 616(b), 617, 618, 618(a)2, 619, 622, 623, 624, 625, 628, 629, 632, 633, 637, 837, 1521, 1523, 1524, 8013, 8032, and 8911

Title 10, United States Code, Chapters 36, 38 and 77

Title 32, United States Code, Section 307

Current DoD Directives 1320.4, 1320.7, 1320.8, 1320.11, 1320.12, 1320.13, 1334.2, 1400.33, and 1400.33

DAS (MM&PP) memorandum, 27 December 1993, Race/Ethnic Profile Data on Individuals Considered by Promotion Selection Boards

Systems of Records Notice F035 AF MP C

Executive Order 9397, 9998 and 12396

Abbreviations and Acronyms

ADL—Active Duty List

ADSC—Active Duty Service Commitment

AFDW—Air Force District of Washington

HQ AFPC—Air Force Personnel Center

ANGUS—Air National Guard of the United States

APZ—Above-the-Promotion Zone

BPZ—Below-the-Promotion Zone

BSC—Biomedical Sciences Corps

CGDOR—Current Grade Date of Rank

CH—Chaplain

DC—Dental Corps

DOD—Department of Defense

DOS—Date of Separation

DRU—Direct Reporting Unit

EAD—Extended Active Duty

FOA—Field Operating Agency

HQ USAF—Headquarters United States Air Force

IPZ—In-the-Promotion Zone

JA—Judge Advocate

LAF—Line of the Air Force

MAJCOM—Major Command

MC—Medical Corps

MPF—Military Personnel Flight

MSC—Medical Service Corps

NC—Nurse Corps

NQP—Not Qualified for Promotion

OER—Officer Evaluation Report

OPB—Officer Preselection Brief

OPR—Officer Performance Report

OSB—Officer Selection Brief

SAF—Secretary of the Air Force

SCI—Sensitive Compartmented Information

SECDEF—Secretary of Defense

SIOP-ESI—Single Integrated Operations Plan-Extra Sensitive Information

SOUIF—Senior Officer Unfavorable Information File

SSB—Special Selection Board

USAFR—United States Air Force Reserve

U.S.C.—United States Code

Terms

Active Duty List (ADL)—All Air Force officers serving on extended active duty other than those excluded by 10 U.S.C. 641. Carry officers on the ADL by competitive category and, within their competitive category, in the order of seniority of the grade in which they are serving. Carry officers in the same grade on the ADL in the order of their seniority in that grade as determined according to the sequence criteria in paragraph 3.7.

Benchmark Records—Depending on the size of the competitive category, usually 10 officer selection folders representing the quality of five selected officers and five nonselected officers surrounding the point at which the best qualified quota was exhausted for a competitive category by a particular central selection board.

Best Qualified Method of Selection—Refers to the requirement that boards may only recommend for promotion those officers considered to be best qualified for promotion within each competitive category. The best qualified method of selection is to align the officers in a relative order of merit listing according to board scores. The board may not recommend an officer for promotion as best qualified unless it also considers the officer to be fully qualified for promotion. **NOTE:** See definition of "fully qualified."

Central Selection Board—A board of officers convened under the authority of the SAF to consider ADL officers for promotion or selective continuation to the grades of captain through major general.

Competitive Category—A grouping of officers who compete among themselves for promotion. The established categories are: Line of the Air Force (LAF), Judge Advocates (JA), Medical Corps (MC), Dental Corps (DC), Chaplains (CH), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC).

Continuation—The retention of officers on the ADL who possess a needed skill and subject to involuntary separation or retirement.

Current Grade Date of Rank (CGDOR)—The date used as the primary means of indicating relative seniority among officers of the same grade and to establish eligibility for consideration for promotion to the next higher grade. (AFI 36-2604, *Service Dates and Dates of Rank* [formerly AFR 35-3] explains initial CGDOR computation.)

De Facto Officer—An officer who assumed a higher grade, and acted in that capacity, pursuant to an apparently valid appointment that was in fact void.

Effective Date of Promotion—Also known as the current grade effective date of promotion, this is the date on which pay and entitlements are effective. It is normally the date of promotion; i.e., the date of the order that announces the promotion, unless announcement of a specified earlier date is in the order. Initiate all promotion propriety actions before the effective date of promotion. Normally this date cannot be earlier than the officer's extended active duty (EAD) date in that grade, ASD (FMP) approval of the selection board results to the grade of captain, or Senate confirmation to the grades of major through colonel.

Failed of Selection for Promotion—An officer (other than an officer considered from BPZ) whom a board considered but did not recommend for promotion. Refer to such officers as nonselectees. **NOTE:** An officer actually becomes a selectee or nonselectee at the time the board adjourns.

Fully Qualified—Those officers who meet the minimum qualifications for promotion to the next higher grade.

Further Continuation—An officer's second or subsequent consideration for continuation.

Junior and Senior Listing—A list identifying the most junior and the most senior officers within a grade and within each competitive category who are eligible for promotion consideration IPZ as of the date specified by HQ AFPC/DPPPO (for promotions in **PART 1**); AFDPO and AFDPG (for promotions in **PART 3**).

Major Commander—As used in this instruction, the term means:

- the commander or vice commander, MAJCOM or Field Operating Agency (FOA);
- the commander, vice commander or superintendent, Direct Reporting Unit (DRU);
- an Air Staff deputy chief of staff or director and comparable officer in the Office of the SAF for ON command;
- the commander, AFDW for code 3V;
- the commander, USAFE for code 3G; and
- the commander, 1100 National Capital Region Support Group (1100 NCR SPTG).

•**NOTE:** An officer's MAJCOM identification contained in the PDS determines who is the major commander.

Officer Preselection Brief (OPB)—A computer printout produced at base level that contains selected data from the Headquarters US Air Force Master Personnel File (HAF MPF). HQ AFPC/DPPPOO produces an output product to create the OPB about 90 days before the board convenes (see paragraph 9.8.1. for general officer boards). The MPF sends the OPB to officers for their review and prompt updating as needed. **NOTE:** Receipt of OPBs by eligible officers is not a legal prerequisite to convening a selection board or to the proper conduct of a selection board. Therefore, nonreceipt is not a basis for changing the results of a selection board or granting a special selection board.

Officer Selection Brief (OSB)—An extract of data from the HAF MPF. HQ AFPC/DPPPOO (AFDPO/AFDPG for general officer boards) creates the OSB about 30 days before the board convenes and files it in the Officer, HQ USAF Selection Record Group (officer selection folder), for board members to review.

Officer Selection Folder—The officer selection folder is the Officer, HQ USAF Selection Record Group (AFI 36-2608 (formerly AFR 35-44)). It consists of the documents provided to selection boards.

Overdue Officer—An officer never considered for promotion to the next higher grade, but whose CGDOR falls within the criteria of APZ eligibility. Consider these officers as first time eligibles, IPZ, and affect the board quota.

Promotion—An advancement in grade that is not the result of a new original appointment.

Promotion List—An active duty seniority listing of all officers approved for promotion within a competitive category to the grade of captain and above.

Promotion Opportunity—The approximate percentage of officers in a cohort group selected for promotion after competing for promotion BPZ, IPZ, and APZ. **NOTE:** This definition applies for promotion to major through colonel.

Promotion Phase Point—The average number of years and months of active commissioned service completed when an officer in a particular competitive category advances to a particular grade (through the grade of colonel).

Promotion Zones—Officers eligible for promotion fall into one of the three promotion zones based on their CGDOR as described below:

Below-the-Promotion Zone (BPZ)—Officers eligible for promotion consideration but junior to officers eligible IPZ and APZ for their competitive category. BPZ promotions provide an opportunity for accelerated promotion of officers who are exceptionally well qualified as specified by 10 U.S.C. 616(b). Officers normally have at least two opportunities for consideration for promotion to the next higher grade as BPZ officers. However, individual circumstances may result in fewer than two BPZ considerations. There is no BPZ consideration for promotion to the grades of first lieutenant or captain, or in the MC and DC for promotion to major. Deduct the portion of the board quota used to select officers BPZ from the number of IPZ officer selections.

In-the-Promotion Zone (IPZ)—Officers who are senior to the officer specified by the SAF as being the junior officer eligible for promotion consideration IPZ for their competitive category, and who have neither failed of selection to the next higher grade nor been removed from a promotion list to that grade after selection IPZ.

Above-the-Promotion Zone (APZ)—Officers who are eligible for promotion consideration to the next

higher grade and who have previously been nonselected for promotion, and who are senior to the senior IPZ officer for their competitive category for that board. **NOTE:** There are no promotion zones to general officer grades.

Propriety Actions—Administrative actions taken by a commander to either delay an officer's promotion, find an officer (or recommend an officer be found) NQP, find an officer not qualified for continuation, remove an officer's name from a promotion list, or remove an officer's name from a continuation list.

Quota of a Selection Board—The maximum number of officers selected in a competitive category for promotion by a selection board. The board quota for promotion boards selecting captains through colonels is computed by multiplying the promotion opportunity by the number of officers being considered IPZ, to include overdue officers, in each competitive category. The combined number of officers selected IPZ, BPZ, and APZ cannot exceed the quota for each competitive category. General officer board quotas are determined based on requirements. **NOTE:** The SAF may authorize alternative methods of computing board quotas in other than LAF competitive categories to meet specific circumstances and requirements.

Retirement Sanctuary—The 2-year period immediately prior to eligibility for retirement as a commissioned officer under any provision of law.

Separation—A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to a Reserve component.

Sequence Number—A number assigned to an officer on each promotion list from major through major general to establish precedence or relative rank among officers of the same grade in the same competitive category on extended active duty. Monthly increments determined by HQ USAF and announced by AFPC/DPPPOO or AFDPG use the sequence numbers to determine who is promoted on the first day of the following month, unless specified otherwise. **EXCEPTION:** Promote MC and DC officers through the grade of colonel and captain selects on their anniversary dates, unless otherwise specified in their promotion orders.

Special Selection Boards—Boards convened by the SAF to consider eligible officers for promotion to grades of captain through major general who did not meet a board or improperly considered by one or more promotion selection boards (see **Chapter 6** and **Chapter 10**).

Whole Person Concept—A subjective assessment of each officer's relative potential to serve in the next higher grade that requires careful review of the officer's entire selection folder to assess such factors as job performance, professional competence, leadership, job responsibility, depth and breadth of experience, specific achievements, and academic and professional military education.

Attachment 2

PROMOTION ELIGIBILITY CRITERIA

A2.1. Eligibility for Promotion to First Lieutenant . Second lieutenants on the ADL are eligible for promotion as soon as they have 24-months time-in-grade computed from their date of rank as a second lieutenant.

A2.2. Eligibility for Promotion to Captain . Promote first lieutenants on the ADL selected for promotion to captain after completing 24-months time-in-grade computed from their date of rank as a first lieutenant, or upon the Assistant SECDEF (Force Management and Personnel) approval of the captain selection board report, whichever is later. Promote officers selected the second time on the first day of the first month in which promotions begin from the list containing the officer's name. A Reserve officer who is not selected the first time considered and who has insufficient retainability for a second consideration may apply for a specified period of time contract to give the officer at least 18-months retainability.

A2.3. Eligibility for Promotion to Major Through Major General. Officers on the ADL are eligible if they meet the criteria established prior to each board by the SAF or designated representative. If selected, officers through the grade of colonel other than MC and DC, on a recommended list to major through major general will appear on a single promotion list for that competitive category in order of seniority (see paragraph 3.7.). After Senate confirmation, promote officers by seniority sequence number.

A2.3.1. Title 10, Section 619 require officers in the grade of captain, major, and lieutenant colonel to complete at least 3 years time-in-grade, as of the board convening date, counting from their CGDOR, to be eligible for consideration by the board. The SAF may waive the 3 years time-in-grade requirement to permit at least two opportunities for BPZ. Reference paragraph 10.2. for promotion eligibility to general officer grades.

A2.3.2. Unless prohibited by some other provision of law or policy, do not mandatorily retire Reserve (Conditional Reserve Status) officers in the grade of captain with prior enlisted service for nonselection for promotion without having first been considered and twice failed selection for promotion to major (once IPZ and once APZ).

A2.4. Eligibility for Promotion of MC/DC Officers Promote those selected the first time considered (IPZ) on the sixth anniversary of the CGDOR, or on Senate confirmation of the promotion, whichever is later. See DoD Directive 1320.7.

A2.4.1. Promote officers selected the second or subsequent time considered (APZ) on the first day of the first month in which promotions begin from the list that contains the officer's name.

A2.4.2. Promote officers selected BPZ no earlier than the last officer promoted IPZ and APZ from the same promotion list.

A2.5. Promotion Ineligibility . Officers are not eligible for consideration by a selection board or for promotion if they:

A2.5.1. Are not on the ADL.

A2.5.2. Do not meet the eligibility criteria established by the SAF.

A2.5.3. Have not been on extended active duty at least 6 consecutive months immediately before the central selection board's convening date. Exceptions are nonline first lieutenants being considered for captain and MC and DC captains being considered for major.

A2.5.4. Have been determined by the SAF to be unfit to perform the duties of the office or grade because of physical disability.

A2.5.5. Are on a previous list or previously declined to be promoted but have not been removed from the list.

A2.5.6. Are first lieutenants who failed selection for promotion to captain two or more times.

A2.5.7. Have a date of separation or retirement within 90 days following the date a board convenes provided the application for separation or retirement was approved not later than COB on the board convening date. Individuals whose applications for separation or retirement are approved after the board convening date regardless of the separation or retirement date remain eligible for the board.

Attachment 3**OATHS FOR BOARD MEMBERS, RECORDERS AND ADMINISTRATIVE SUPPORT STAFF*****Board Members Oath for Selection Boards Considering Officers for Promotion to Captain Through Colonel:***

"I solemnly swear (or affirm) that I will, without prejudice or partiality, having in view both the special fitness of the officers and the efficiency of the United States Air Force, perform the duties imposed upon me."

Board Members Oath for Selection Boards Considering Officers for Promotion to Brigadier and Major General:

"I solemnly swear (or affirm) to perform my duties without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the United States Air Force and that I will not reveal information about the board conduct and results except as provided for in this instruction, DoD Directive 1320.12, and law."

Recorders and Administrative Support Staff Oath for Selection Boards Considering Officers for Promotion to Captain Through Colonel:

"I solemnly swear (or affirm) that I will keep a true record of the proceedings of the board."

Recorders and Administrative Support Staff Oath for Selection Boards Considering Officers for Promotion to Brigadier and Major General:

"I solemnly swear (or affirm) that I will keep a true record of the proceedings of the board, that I will perform my duties without prejudice or partiality, and that I will not reveal information about the board conduct and results except as provided for in this instruction, DoD Directive 1320.12, and law."

Attachment 4**OATH OF OFFICE**

I, (NAME) (SSN), having been appointed a (grade in which appointed), United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter, so help me God.

Attachment 5

PROMOTION NARRATIVE

Narrators may read the following narrative at the pinning on ceremony:

Attention to orders.

The President of the United States, acting upon the recommendation of the SAF, has placed special trust and confidence in the patriotism, integrity and abilities of (current grade and name). In view of these special qualities and his (or her) demonstrated potential to serve in the higher grade (current grade and name) is promoted to the grade of (new grade), United States Air Force, effective (date). By order of the SAF.

Attachment 6**DECLINATION OF PROMOTION STATEMENT**

I have been notified that I have been recommended for promotion to the grade of _____, but that I may decline this promotion up until 2400 hours of the day before the effective date of promotion. Declinations signed after 2400 hours of the day preceding the effective date of promotion are not accepted. I understand that if I decline this promotion, I cannot assume the higher grade and promotion orders are not published unless I send a written request through channels to HQ AFPC/DPPPOO, 550 C Street West, Ste 8, Randolph AFB TX 78150-4710, to cancel my declination and be promoted. I understand that if I decline this promotion and later decide to accept this promotion, I may request withdrawal of this declination statement up until the end of the fourth month following the date of this declination provided I have remained continuously on the active duty list in the same competitive category. After that date, if I have failed to withdraw the declination, my commander will initiate action to remove my name from the promotion list. I understand that the personnel data system update will show I declined promotion.

I decline this promotion.

(Date)

(Signature)

(Typed Grade, Name, SSN)

AUTHORITY: 10 U.S.C. 8013, 8032, and EO 9397.

PURPOSE: To accurately identify the member declining promotion.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: However, without the SSN we cannot process the action since the Air Force identifies members by SSN.

PRIVACY ACT STATEMENT: Declination of Promotion Statement (AFI 36-2501 (formerly AFR 36-89)).

PROCESSING INSTRUCTIONS: An officer who completes a declination of promotion statement sends the MPF two signed copies. The MPF sends the original to HQ AFPC/DPPPOO, and files one copy in the Unit Personnel Records Group.

Attachment 7**RECOMMENDATION TO DELAY PROMOTION (SAMPLE)****(Appropriate Letterhead)**

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Recommendation to Delay Promotion

As outlined in AFI 36-2501, paragraph 5.3., I recommend your promotion to the grade of _____ be delayed until (a date not to exceed 6 months from the officer's original effective date of promotion) (see note 1 and 2).

The specific reason(s) for this action is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic letter.)

Your promotion is not effective until the approval authority makes a decision on my recommendation. You will not assume the higher grade even if your name appears on a promotion order. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this letter.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol)

(Date)

TO:

1.I understand and acknowledge receipt of this notification.

2..I (am) (am not) submitting a statement in my behalf. I understand that I will not assume the higher grade even if my name appears on a promotion order.

(Signature of Officer Concerned)

NOTE 1: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

NOTE 2: Whenever possible, specify an exact expiration date. If, however, at the time the action begins, a specific date is not possible because the officer's effective date of promotion is unknown, determine a precise expiration date. In such a situation, use the following language: "...delayed until ____ months (cannot exceed 6) beyond the effective date of your promotion."

Attachment 8**REMOVAL FROM PROMOTION LIST (SAMPLE)****(Appropriate Letterhead)**

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Removal From Promotion List

As outlined in AFI 36-2501, paragraph **5.13.**., I recommend your name be removed from the promotion list to the grade of _____ (see note 1 and 2).

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic letter.)

I also advise you that your promotion is delayed until the approval authority makes a decision on my recommendation. You will not assume the higher grade even if your name appears on a promotion order. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this memorandum.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol)

(Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf. I understand I will not assume the higher grade even if my name appears on a promotion order.

(Signature of Officer Concerned)

NOTE 1: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

NOTE 2: There are no selection lists to first lieutenant. For those officers, a delay of promotion or recommendation to find the officer NQP is appropriate.

Attachment 9**NOT QUALIFIED FOR PROMOTION (SAMPLE)****(Appropriate Letterhead)**

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Not Qualified for Promotion

As outlined in AFI 36-2501, paragraph **5.9.**, I recommend you be found not qualified for promotion to the grade of _____ (see note).

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic memorandum).

If the major commander supports this action, we will provide this letter to the selection board for use in evaluating your selection folder. It will remain in effect until the selection board adjourns and then be destroyed. You may submit a statement in your behalf and include any supporting documentation you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this memorandum.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation)

1st Ind (Office Symbol)

(Date)

TO:

1. I understand and acknowledge receipt of this notification.

2. I (am) (am not) submitting a statement in my behalf.

(Signature of Officer Concerned)

NOTE:

Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

Attachment 10**NOT QUALIFIED FOR PROMOTION TO FIRST LIEUTENANT (SAMPLE)****(Appropriate Letterhead)**

MEMORANDUM FOR (Officer's Grade, Name, SSN, and complete address)

FROM: Commander (Use complete address)

SUBJECT: Not Qualified for Promotion to First Lieutenant

As outlined in AFI 36-2501, paragraph 5.8., I recommend you be found not qualified for promotion to the grade of first lieutenant. If the approval authority approves, you can be separated under the provisions of AFI 36-3207 (formerly AFR 36-12). I am also recommending, that if you are found not qualified for promotion, you will (be) (not be) immediately separated from the Air Force as I (do) (do not) believe your retention for 6 months would be consistent with good order and discipline (see note 1 and 2).

The specific reason(s) for this recommendation is (are): (List specific reasons, not generalities, and attach supporting documentation. List as attachments to basic memorandum.)

I also advise you that your promotion is delayed pending final determination of my recommendation, and you will not assume the grade of first lieutenant even if your name appears on a promotion order. You may submit a statement in your behalf and include any supporting documentation that you deem appropriate.

Acknowledge receipt and understanding of this notification and return the notification, with your statement and supporting documentation, if any, to me no later than 5 workdays from the date of this letter.

(Typed Name, Grade of Immediate
or Higher Level Commander)

Attachments

(Supporting Documentation Identified)

1st Ind (Office Symbol)

(Date)

TO:

1. I understand and acknowledge receipt of this notification.
2. I (am) (am not) submitting a statement in my behalf. I understand that I am not to assume the higher grade even if my name appears on a promotion order.

(Signature of Officer Concerned)

NOTE 1: Include in the written notification a statement that the individual was verbally notified, if applicable, and include date. This is important when written notification is made after promotion effective date.

NOTE 2: The immediate commander informs the officer that he or she is recommends immediate separation and provides the basis for the recommendation if the commander believes retention for the 6-month probationary period after approval of the not qualified action would be inconsistent with good order and discipline. The commander should document and state the rationale supporting the belief. SAF or his designee makes the final decision.

Attachment 11

SELECTIVE CONTINUATION PROGRAM INFORMATION

A11.1. Active Duty Service Commitments (ADSC) Agreement. For continuation pursuant to promotion nonselection, continue officers if they agree to serve on active duty for at least 1 year from what otherwise would have been their mandatory date of separation based on their second nonselection for promotion (1 year ADSC). For continuation pursuant to mandatory retirement for years of service, continue officers for 1 year beyond their projected retirement date (1 year ADSC). For continuation for a specific period of less than 1 year, continue officers only if they agree to serve on active duty for the period for which they are being continued (variable ADSC). ADSCs runs concurrently with other ADSCs.

A11.2. Status of Continued Officers. Continued officers will remain eligible for subsequent promotion boards provided they remain otherwise eligible. They also remain eligible for reassignment, TDY, schools and training if the officer(s) completes the associated ADSC before his/her mandatory retirement date or DOS. Do not assign to education or training courses of more than 30 consecutive days unless they have the retainability to fulfill the ADSC associated with the assignment and education or training according to AFI 36-2110, *Assignments* (formerly AFR 39-20). Continued officers not promoted or continued shall be discharged or retired on the first day of the first month following the month in which the officer completes their period of continued service.

A11.3. Termination of Continued Status. Terminate continuation when the officer is discharged; released from active duty, and retired; or the officer is selected for promotion to a higher grade; or when terminated by the SAF due to change in "critical skill needs" of the Air Force.

A11.4. Terms for Involuntary Separation of Selectively Continued Officers . Consider officers for further continuation when continuation ends before an officer enters the retirement sanctuary or becomes eligible to retire. If an officer is not selected for further continuation, they will have at least 6 months notice before involuntary separation or discharge. Involuntarily separate officers who decline further continuation on the expiration of their current continuation contract. If the officer requests an earlier date of separation and receives approval under AFI 36-3207, *Administrative Separation of Commissioned Officers* (formerly AFR 36-12), then the separation is voluntary and the officer does not receive separation pay. Officers identified for, or serving in a continued status, are subject to separation under other applicable laws and policies.

A11.5. Continuation to Retirement Eligible: For retirement purposes, continuation is to 20 years TAFMS.

Attachment 12**IC 98-1 TO AFI 36-2501, OFFICER PROMOTIONS AND SELECTIVE CONTINUATION
(6 MARCH 98)****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 98-1 which implements a change to the promotion policy to delete the requirement to formally remove from a promotion list any officers who decline promotion (3.17.2.); revises paragraph 3.17.2.2.; adds paragraph 3.17.2.3. See the last attachment of the publication, IC 98-1, for the complete IC. A bar (|) indicates revision from the previous edition.

3.17.2. Officers who submit a declination statement and later decide to accept promotion may request withdrawal of the declination statement if they have remained continuously on the ADL.

3.17.2.2. Officers can submit a letter through the commander and MPF Promotions to the major commander requesting withdrawal of the promotion declination if the effective date of promotion has passed. If the major commander approves the request, promote officers effective on the approval date.

3.17.2.3. Commanders can initiate promotion propriety action if they believe an officer is not qualified for promotion.